

ITT MANAGERS – MTP ACCOUNTING

ITT Managers will have access to all the accounting information that the Military Ticket Program (MTP) has via the MTP website

OVERVIEW

I. LOG IN

Used to log into the MTP website using username and password.
Only authorized employees will have access to the website.

II. TABS

Home

This tab shows who is logged into the website. It shows their name, base code and security clearance. It also has the Financial and Technical Help information.

Orders

Order Tickets from MTP

This tab is used to order tickets from MTP.

There are three types of ticket orders, (1) General, (2) Disneyland and (3) Emergency. Event codes are listed by vendor or by event codes.

Only tickets listed on the drop down menu can be ordered.

Order History

This tab shows the history of tickets ordered within request dates.

Ticket orders are listed by Date with Document Number and status.

Payment

Pay for Events

This tab is used to make payments for Closed or Open Events.

The Closed Tab shows a list of all closed events and the balance for each event.

Closed event codes are listed as dollar amount (\$). If the amount is a negative number, it is a credit.

The Open Tab shows a list of all open events and the ticket balance for each event.

Payment for Prepaid and vouchers can be for any number of tickets.

Modify Existing Payment

Use this tab to make adjustments to the payment request by the ITT manager.

After processing the request in the accounting department, the ITT manager will send the payment request to MTP.

Payment History

This tab shows the history of payments and the status of each payment(Pending or Verified).

The history is shown between dates requested.

OVERVIEW cont'd

Returns

Return Tickets to MTP

This tab is used to return unused tickets to MTP.

The form lists the tickets being returned with a start and end number.

Late Ticket Returns

This tab is used to return tickets that are late and require authorization from MTP.

Late return tickets will not be credited to your account without authorization from the vendor.

The form lists the tickets being returned with a start and end number.

Return History

This tab shows a history of the returned tickets and the status of the tickets (Pending or Verified).

The history is shown between dates requested.

Balances

Closed Events

List of all closed events sorted by event code.

Closed event code amounts are listed in dollars.

If the dollar amount is a negative number, it is a credit.

Open Events

List of all open events sorted by event code.

List shows the event code history of all tickets issued, paid and returned.

Open event code amounts are listed in number of tickets.

Past Due Prepaid Tickets

List of prepaid open events with a balance due that are older than 45 days from last issuing.

Past due prepaid event codes listed cannot be ordered until the balance is paid.

Admin

My Employees

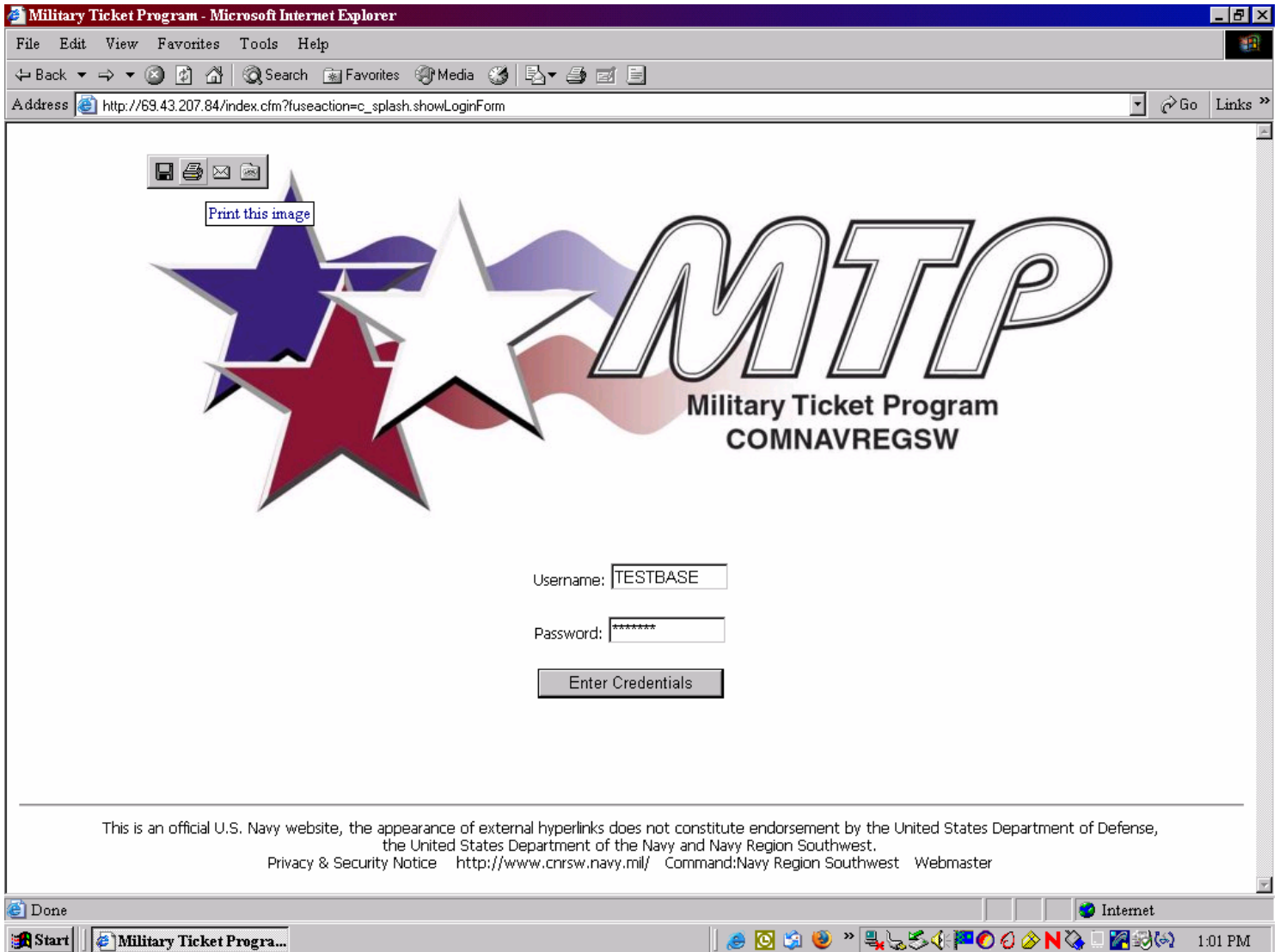
This tab is used to add or remove employees and to edit their status.

Log Out

This tab is used to log out when finished using the website.

INSTRUCTIONS FOR USING ORACLE

The instructions are written for using a mouse. You can use the tab or enter key instead of left clicking the mouse.



LOG IN

Log on to Internet - Type in address line 69.43.207.84 and Click "Go"

Left click the "Log Into Military Ticket Program"

Left click the "Username" box (Enter the Username: TESTBASE)

Left click the "Password" box (Enter the password: TB90001)

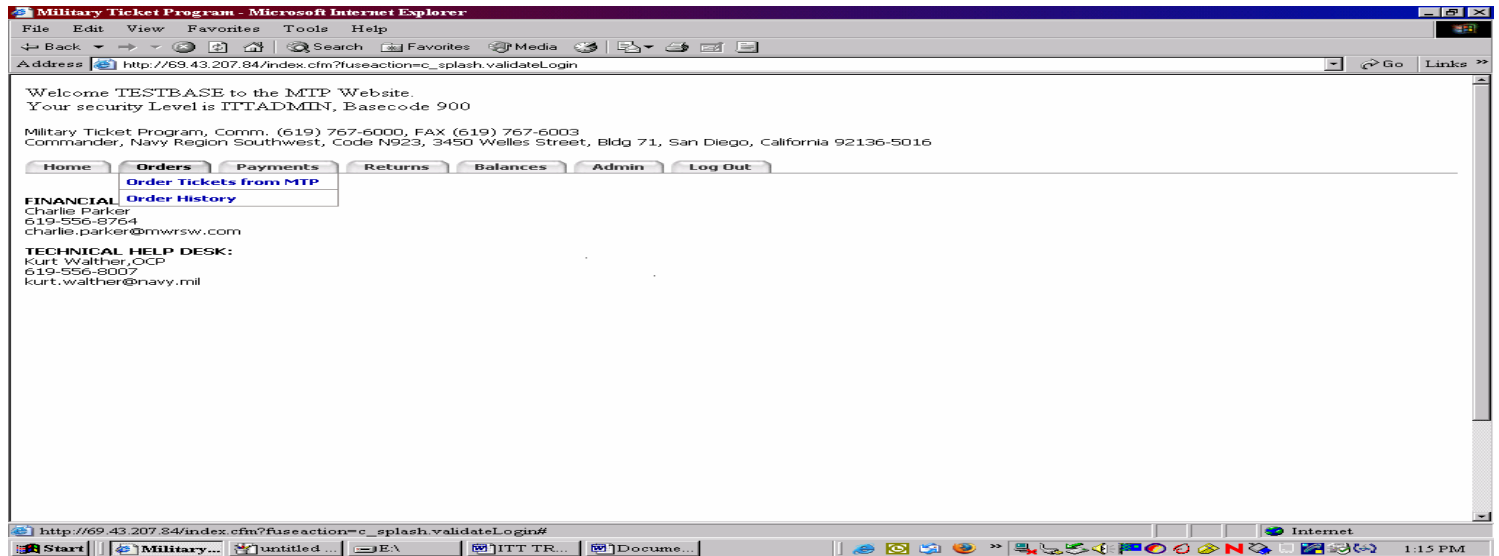
Left click "Enter Credentials" box

TABS

ORDERS TAB

Move your cursor to the “Orders” Tab

View the Order types from the drop down menu (Order Tickets from MTP or Order History)

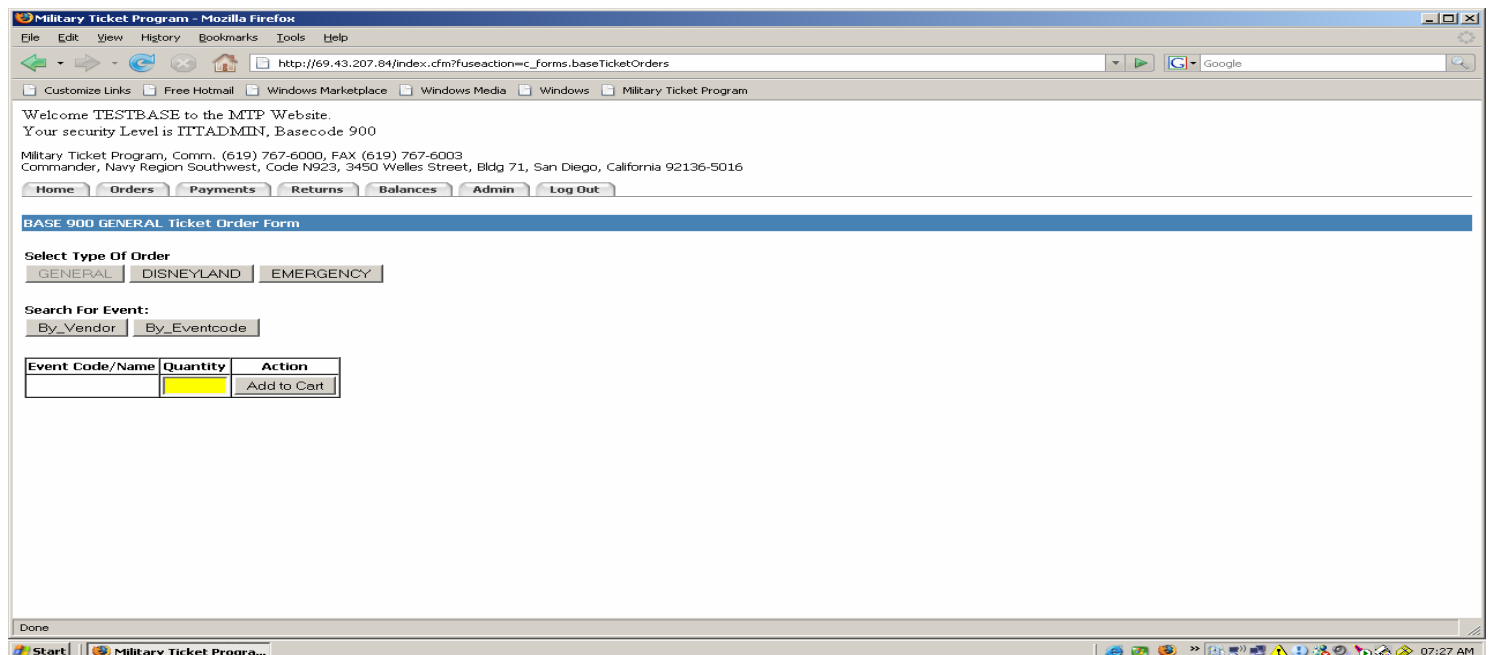


Orders Tab / “Order Tickets from MTP tab”

Left click “Order Tickets from MTP”

You will see the types of Orders to choose from (General, Disneyland or Emergency)

The “General” order tab is automatically defaulted (in Gray). If you select General or Emergency, then select by vendor or by event code.



Orders Tab / Order Tickets from MTP tab / “General tab”

Go to the “Event Code/Name” box

Left click the “Event Code/Name” down arrow

A list of event codes that are available will appear

Go down to the event code you want to order and left click the event code

Go to the “Quantity” box (left click the box to highlight it)

Enter amount of tickets you want to order

Left click the “Add to Cart”

A shopping cart list will show your order

You can add as many event codes to the shopping cart as needed

If you order the wrong event code or the wrong number of tickets, left click the “Delete” button on the event code that is wrong. You can delete and redo as many event codes as you want.

After listing all the event codes that you want to order, left click the “Post” button.

A last chance box will pop up to ask you, “Are you sure”.

If the order is correct, click the “OK” button to finalize your order.

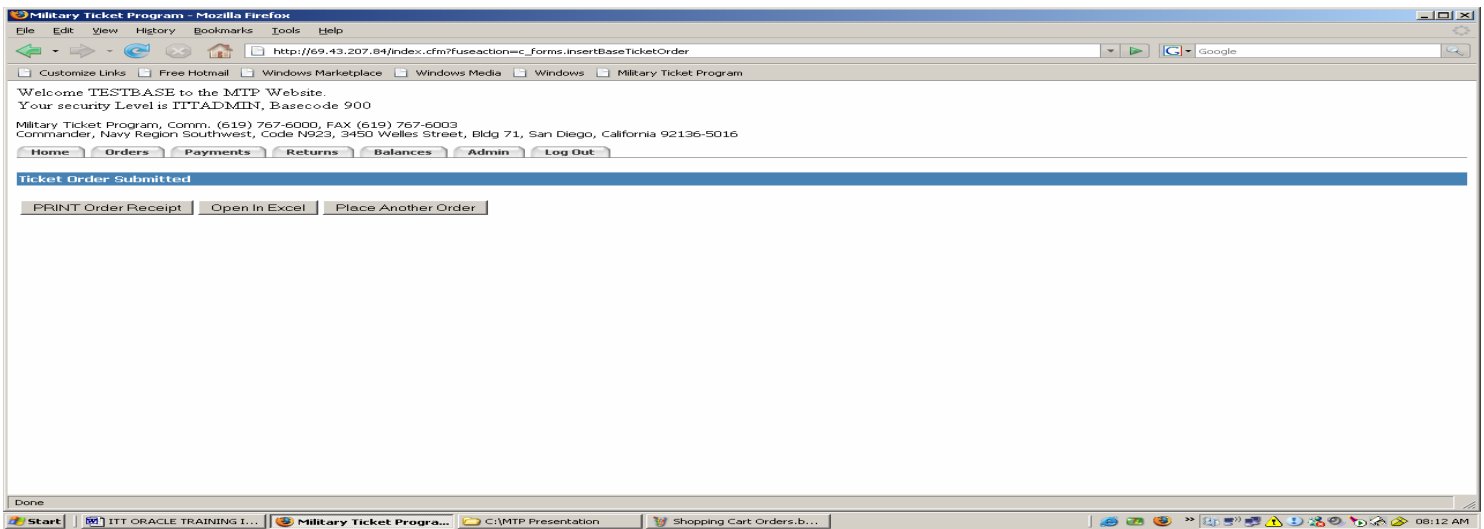
Once the “OK” button is clicked the order will be electronically sent to MTP for processing. Bring up the “Ticket Order Submitted” confirmation page. Here you can decide to Print Order Receipt, Open in Excel or Place Another Order.

The screenshot shows the 'BASE 900 GENERAL Ticket Order Form' in a Mozilla Firefox browser. The page has a navigation bar with links: Home, Orders, Payments, Returns, Balances, Admin, and Log Out. Below the navigation bar, there's a section for 'Select Type Of Order' with buttons for GENERAL, DISNEYLAND, and EMERGENCY. The 'GENERAL' button is selected. Under 'Search For Event:', there are two tabs: 'By_Vendor' and 'By_Eventcode'. The 'By_Eventcode' tab is active, showing a dropdown menu with 'Y/517-WDWPREMANLFS C' selected. To the right of the dropdown is a 'Quantity' input field and an 'Add to Cart' button.

The screenshot shows the shopping cart and a summary table. The 'BASE 900 GENERAL Ticket Order Form' is still visible. Below the 'Add to Cart' button, there's a table with the following data:

| Action | Event Code | Event Name | B Price | V Code | Vendor Name | Quantity | \$ Total | Tix Bal | Running \$ Total |
|--------|------------|------------|---------|--------|---------------------------------|----------|-------------|---------|------------------|
| Delete | X/937 | WAP C | \$17.50 | 2001 | ZOOLOGICAL SOCIETY OF SAN DIEGO | 500 | \$8,750.00 | 500 | \$8,750.00 |
| Delete | X/936 | WAP A | \$25.50 | 2001 | ZOOLOGICAL SOCIETY OF SAN DIEGO | 1000 | \$25,500.00 | 1,500 | \$34,250.00 |

At the bottom right of the table is a 'Post' button.



Orders Tab / Order Tickets from MTP tab / “Disneyland tab”

Repeat the steps that you used in ordering “General “ tickets except without using the “by vendor” or “by event codes” buttons.

Only certain Disneyland event codes will appear

Orders Tab / Order Tickets from MTP tab / “Emergency tab”

Repeat the steps that you used in ordering “General “ ticket

You can order only two (2) event codes with a maximum of two hundred (200) tickets

You are allowed up to 2 Emergency orders within 30 days

Additional Emergency orders will incur a \$10 fee

Orders Tab / “Order History tab”

Left click the “Order History” tab

Enter the dates in the “Dates between” boxes

Go to the left box and left click the mouse, a calendar will appear

Left click on the date that you want. Repeat the steps in the right box

Left click the “Look for Records” box

A list of orders within the dates requested will appear

Note: Status – Pending (waiting review by MTP),

Processing (viewed and being filled by MTP)

Order Complete (filled by MTP)

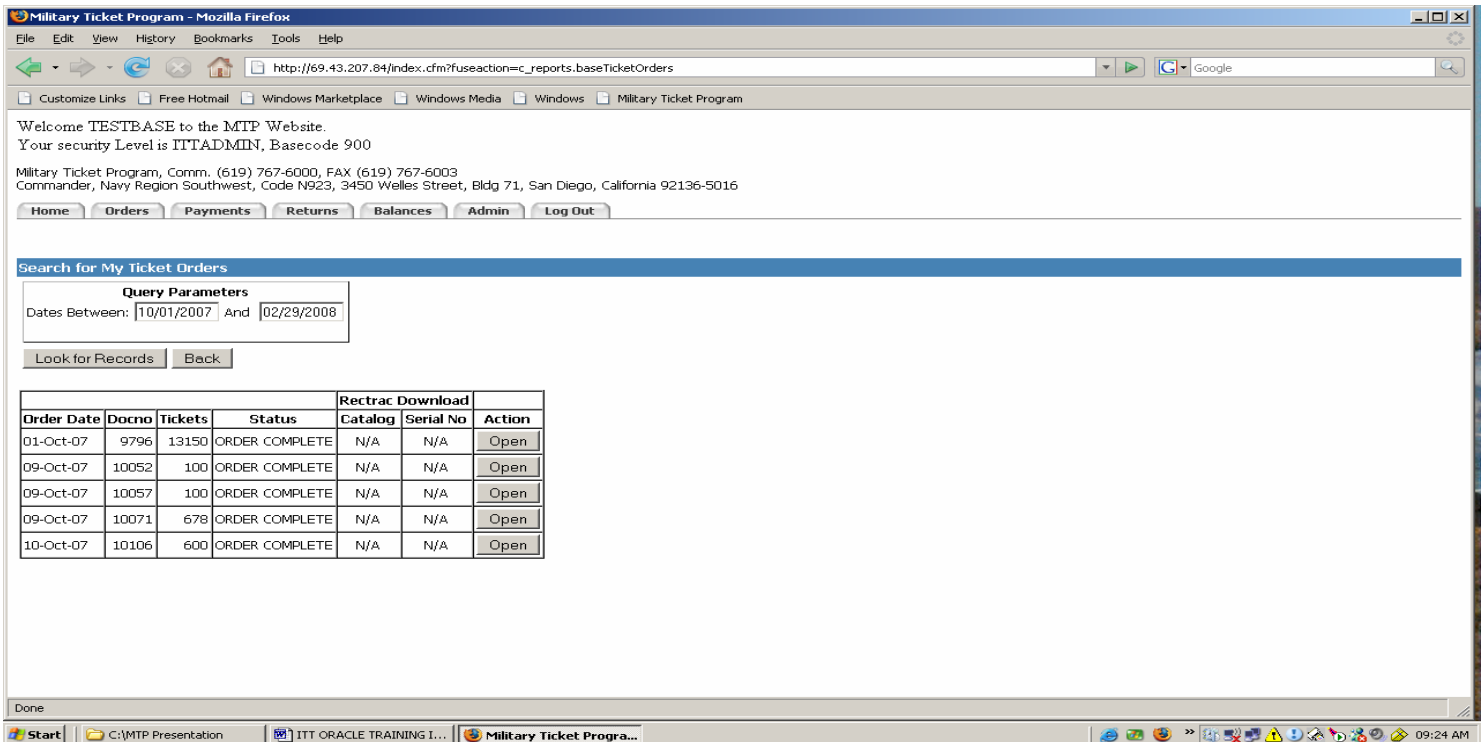
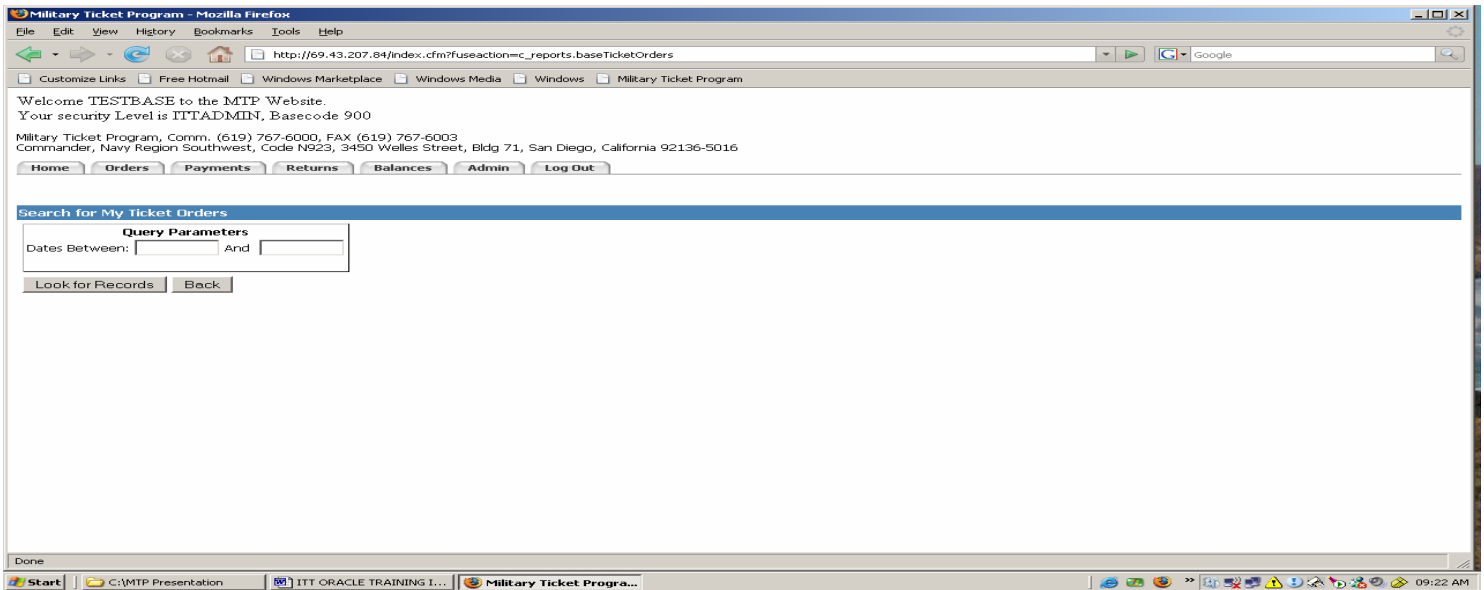
Select the order that you want and left click the “Open” box view order

For more detail left click the “document number and detail” (in blue)

To print this order, go to the “File” (upper left corner), left click File

Go to the “Print”, left click print (bottom right corner)

Left Click “Back” box to go back

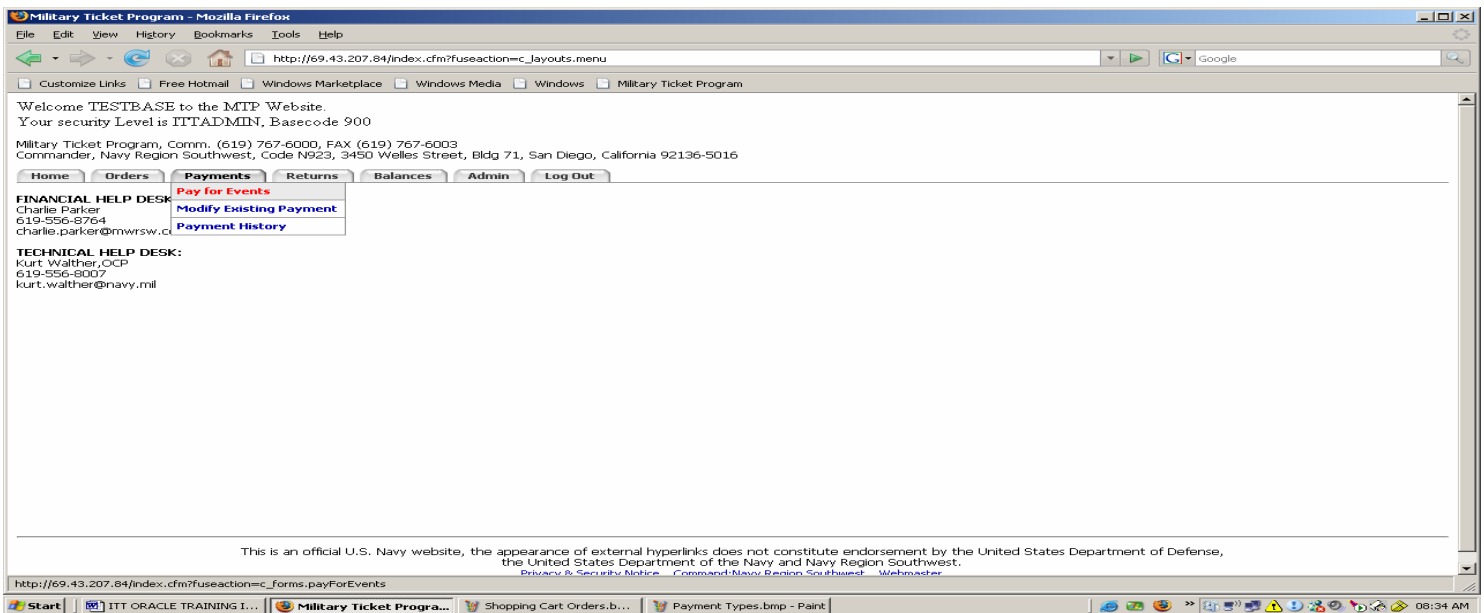


PAYMENTS TAB

Move your cursor to the “Payments” Tab

View the Payment types from the drop down menu

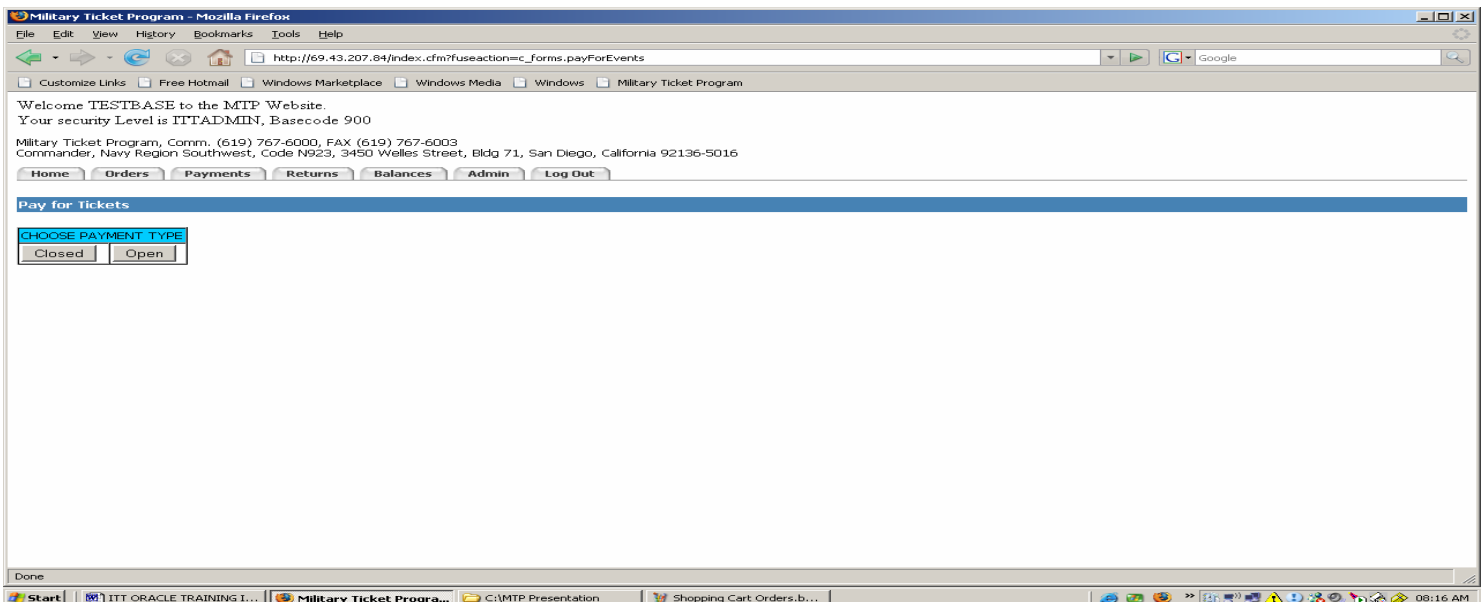
(Pay for Events, Modify Existing Payment or Payment History)



PAYMENTS TAB / “Pay for Events”

Left click the “Pay for Events” tab

Choose the Payment Type, left click Closed or Open box

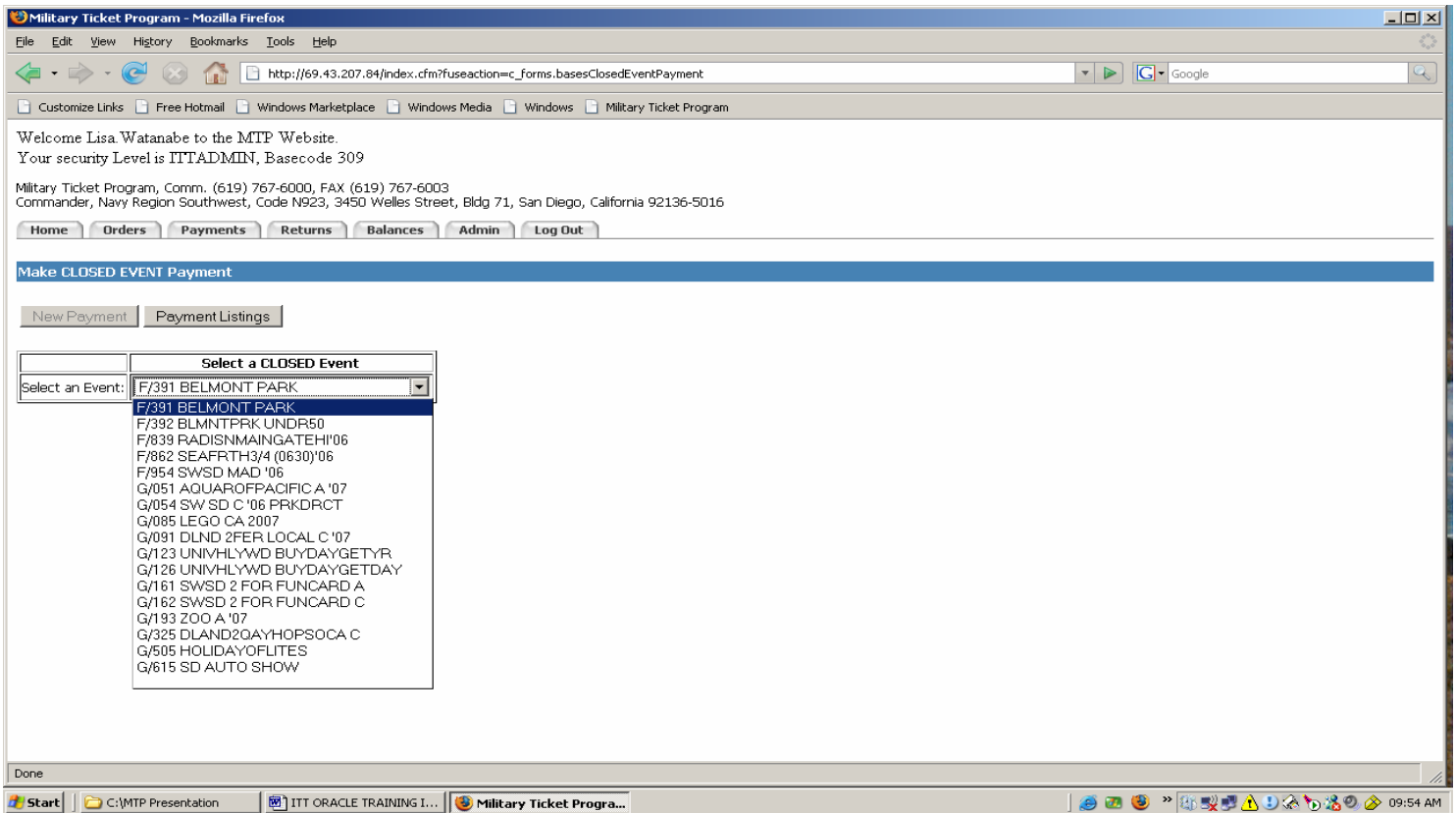


PAYMENTS TAB / Pay for Events/ “Closed”

Left click the “Select a CLOSED Event” down arrow to view the drop down list

The drop down list will show only those events that are closed and have an existing balance

Select from drop down list, left click the selection



Enter the dollar amount that you wish to pay in the Payment box

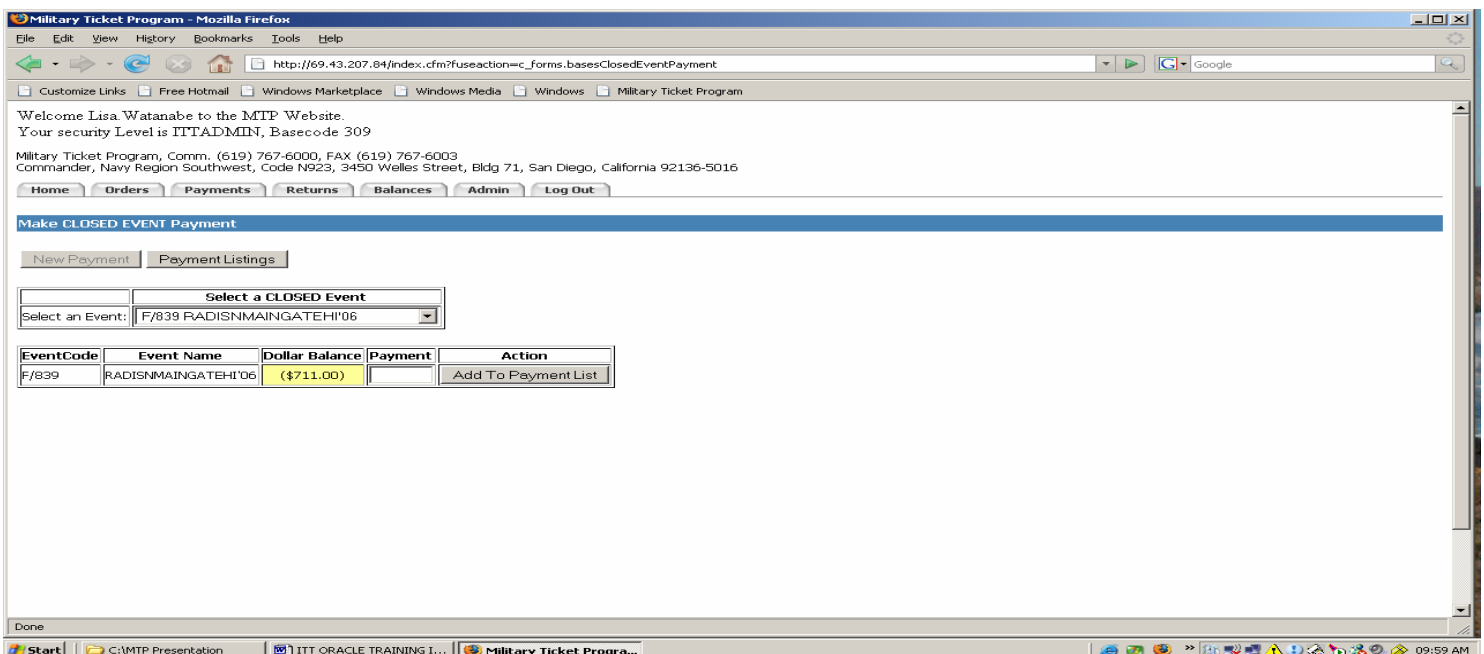
If the “Dollar Balance” is a negative (-) it is a credit, enter the payment amount in dollars with a minus before the amount. You cannot pay more than the amount in the “Dollar Balance” box.

Left click the “Add To Payment List”

A shopping cart list will appear

If you make a mistake left click delete box, it will be remove from the payment list

When finished left click the “Post” box



Welcome Lisa Watanabe to the MTP Website.
Your security Level is ITTADMIN, Basecode 309

Military Ticket Program, Comm. (619) 767-6000, FAX (619) 767-6003
Commander, Navy Region Southwest, Code N923, 3450 Welles Street, Bldg 71, San Diego, California 92136-5016

Home Orders Payments Returns Balances Admin Log Out

Make CLOSED EVENT Payment

New Payment Payment Listings

Select a CLOSED Event
Select an Event: F/839 RADISNMAINGATEHI'06

| EventCode | Event Name | Dollar Balance | Payment | Action |
|-----------|---------------------|----------------|---------|---------------------|
| F/839 | RADISNMAINGATEHI'06 | (\$711.00) | | Add To Payment List |

| Action | Event Code | Event Name | Old Balance | Your Payment | New Balance | Payment Total |
|--------|------------|---------------------|-------------|--------------|-------------|---------------|
| Delete | F/839 | RADISNMAINGATEHI'06 | (\$711.00) | (\$711.00) | \$0.00 | (\$711.00) |

Post

This will send you to the “Modify Existing Payment” screen.

This screen will allow you to change any of your payment prior to sending the payment to MTP.

This screen will also let you print a copy of your payment or allow you to open this file in EXCEL format.

If your payment is complete and there will be NO changes, left click the “Send to MTP” tab.

A reminder box will ask if you notified accounting to ensure payment is being processed. Once the accounting office is finished processing the payment, left click the “OK” button. The Payment form is forwarded to MTP and no more changes can be made.

If you want to make a new payment, left click the “New Payment” tab.

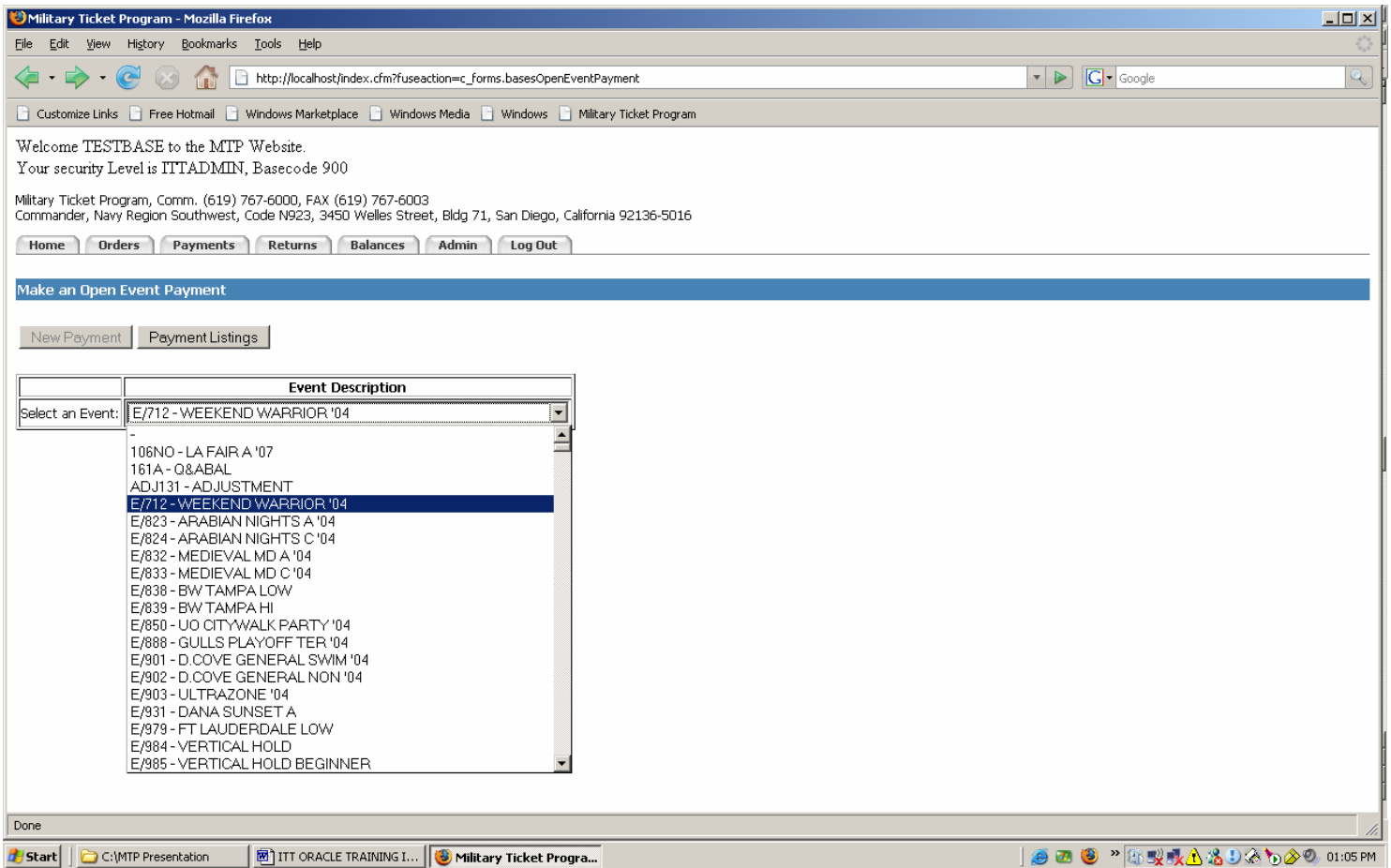
If you want to see a list of pending payment, left click the “Payment Listings” tab.

PAYMENTS TAB / Pay for Events/ “Open”

Left click the “Select a OPEN Event” down arrow to view the drop down list

The drop down list will show all events that are open

Select from drop down list, left click the selection



Your selection will pop up with the event ticket balance

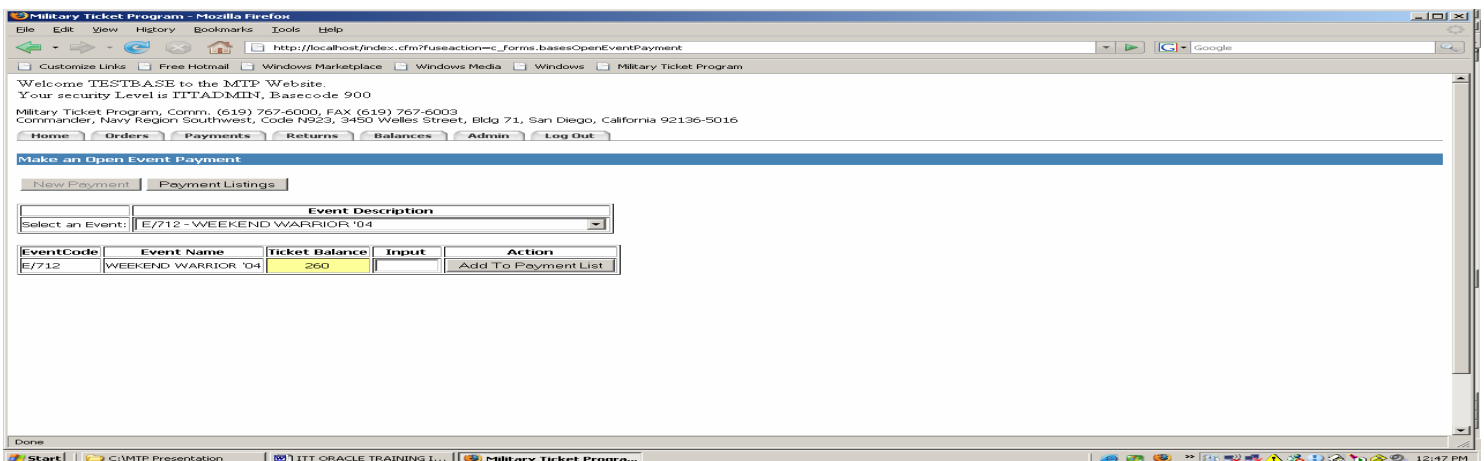
Enter the number tickets that you wish to pay in the Input box

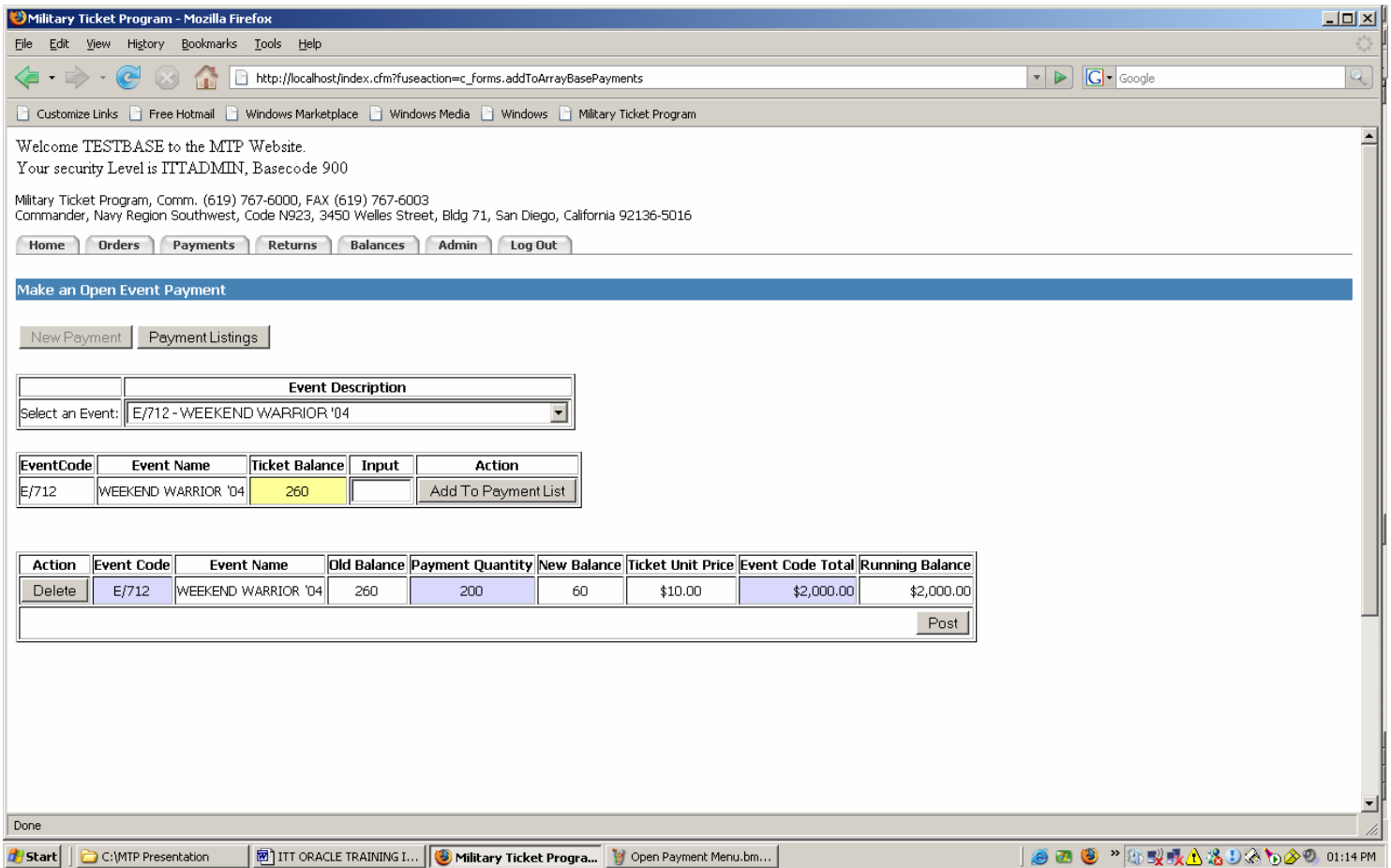
If the “Ticket Balance” is a negative (-) it is a credit, to take the credit, enter the number of tickets as a negative (-) number. You can pay for more tickets than the number in the “Ticket Balance” box.

Left click the “Add To Payment List”.

If you make a mistake left click delete box, it will be remove from the payment list

When finished left click the “Post” box





PAYMENTS TAB / “Modify Existing Payment”

Left click “Modify Existing Payment” tab

A list of Open Events and or Closed Events that you created will appear

Left click the “OPEN” tab for the payment request that you want to review

If you want to make changes to this payment, enter the new quantity in the “Quantity” box and left click the “Update” box

If you want to remove an entry from this payment, left click the “delete” box

After reviewing your request and there are no more changes

Options are:

Print – prints payment form by left clicking the “print” box

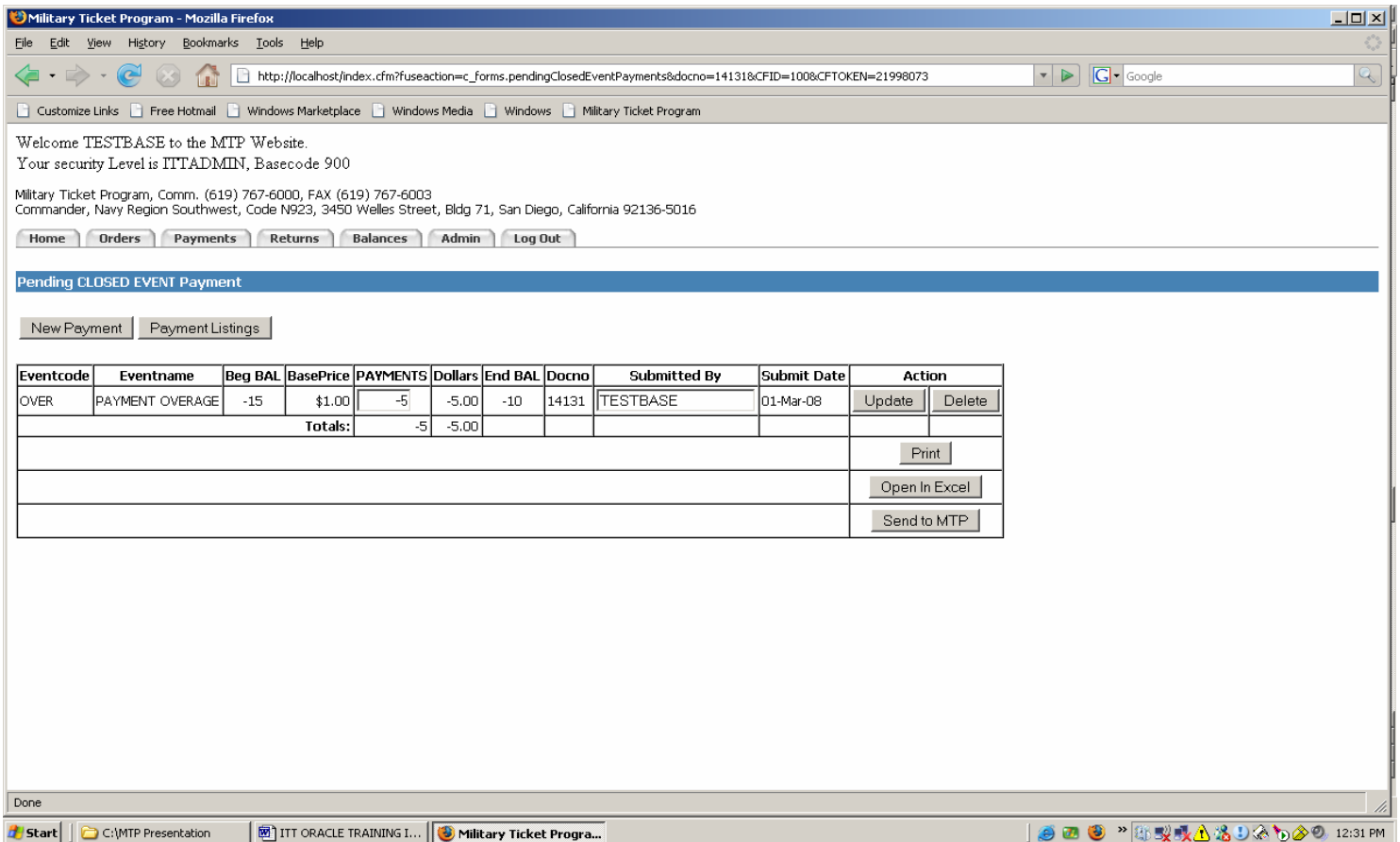
Open in Excel – you can print from Excel or save as an Excel file, Open in Excel by left clicking the “open in Excel” box

Send to MTP - Submit payment to MTP by left clicking “Send to MTP” box.

A reminder box will ask if you notified accounting to ensure payment has been processed. Once the accounting office is finished processing the payment, left click the “OK” button. The Payment is forwarded to MTP and no changes can be made.

If you want to make a new payment, left click the “New Payment” tab.

If you want to see a list of pending payment, left click the “Payment Listings” tab.



Payment History

Left click the “Payment History” tab.

Select the type of payment (Open/Closed and Pending/Verified) by left Clicking the circles next to them.

Enter the dates in the “Please Enter Start & End Dates” boxes.

Go to the left box and left click the mouse, a calendar will appear.

Left click on the date that you want.

Go to the right box and repeat the steps.

After selecting the types of payments and the dates between, left click the “Look for Records” tab.

A list of payment records will appear.

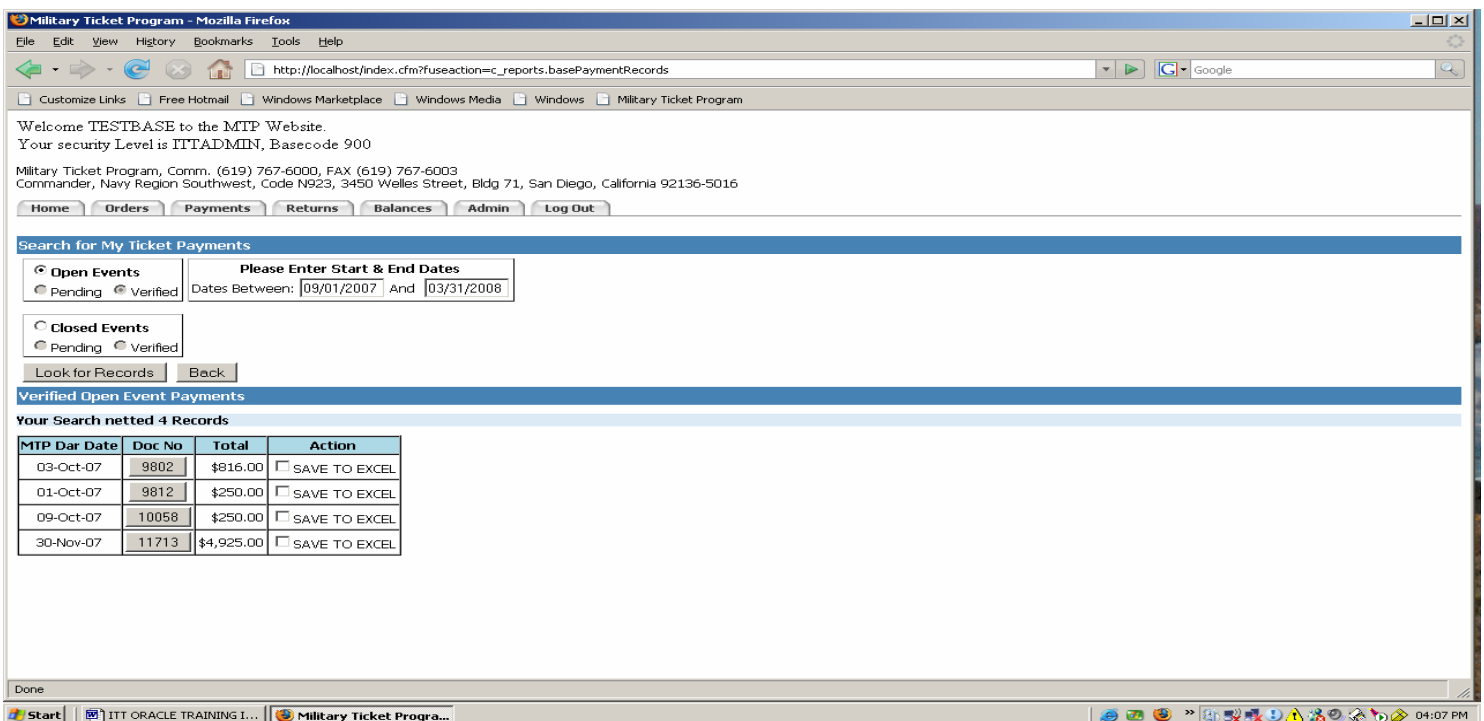
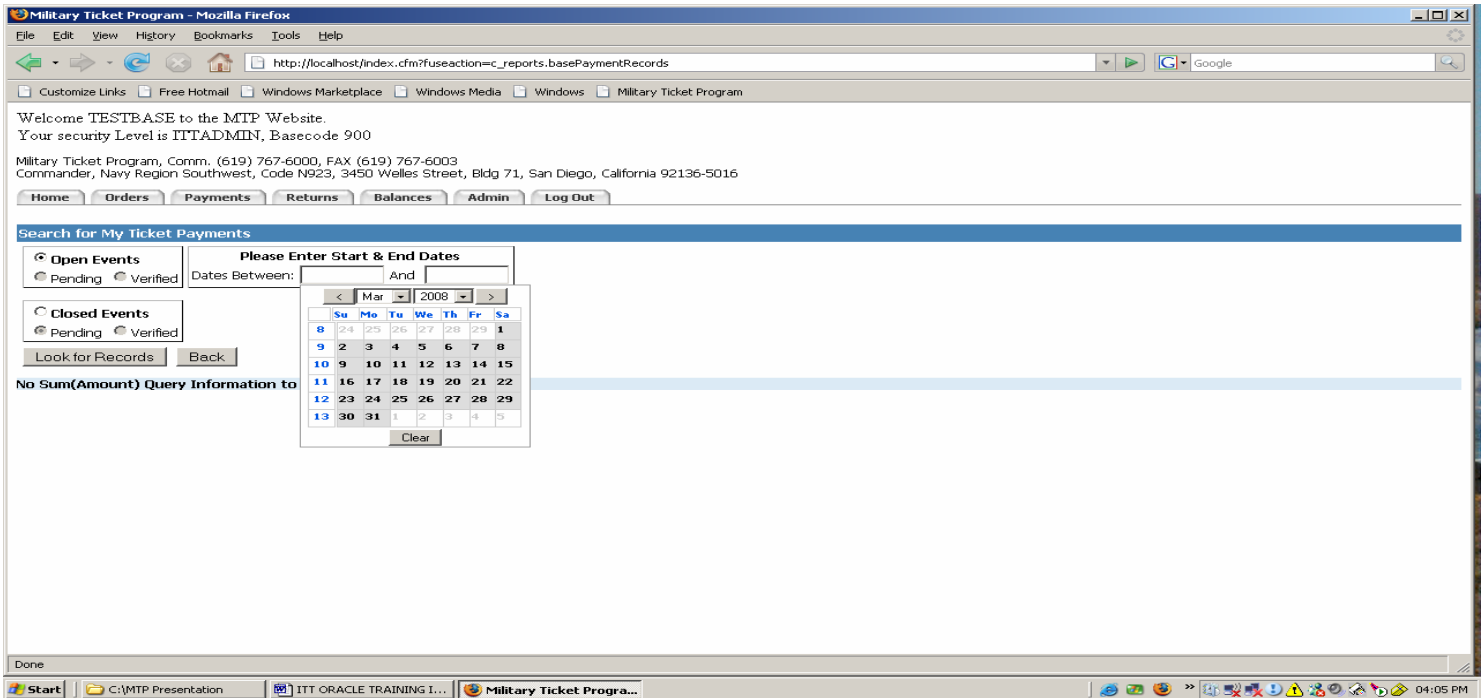
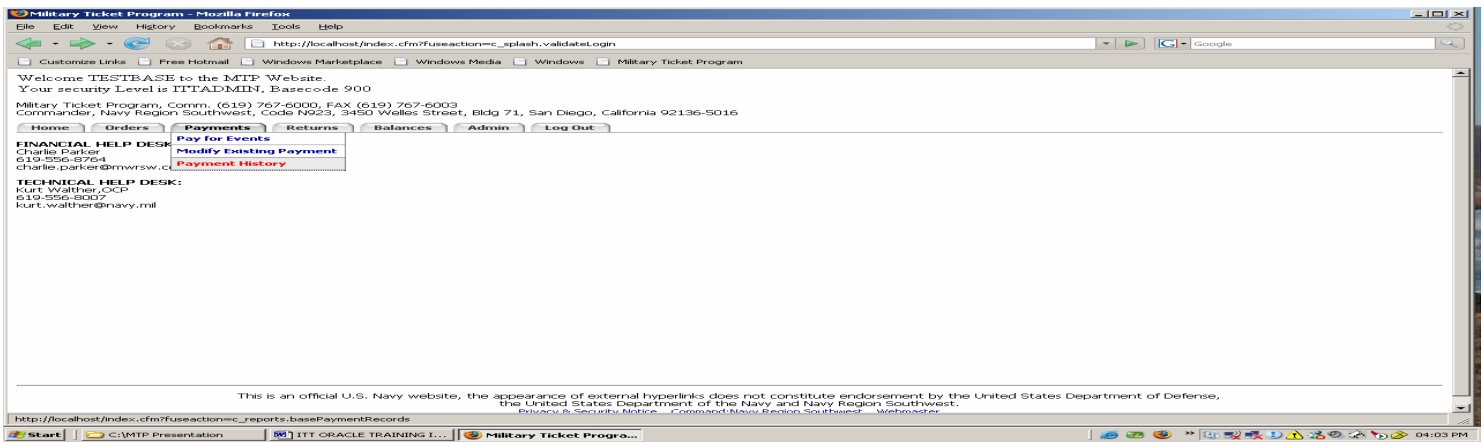
Select the payment record that you wish to view by left clicking the gray “Docno” box.

If you want the record to be in the EXCEL format, check the box “OPEN IN EXCEL” prior to the “Docno” tab.

A detailed record of the payment will appear on the screen.

If the record is a pending record, only the Input date will be listed.

If the record is a verified record, the DAR Date, Verified Date and the Input Date will be listed.



Military Ticket Program - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://localhost/index.cfm?fuseaction=c_reports.basePaymentRecords&docno=11713&paymentstatus=openverified

Customize Links Free Hotmail Windows Marketplace Windows Media Windows Military Ticket Program

Welcome TESTBASE to the MTP Website.
Your security Level is ITTADMIN, Basecode 900

Military Ticket Program, Comm. (619) 767-6000, FAX (619) 767-6003
Commander, Navy Region Southwest, Code N923, 3450 Welles Street, Bldg 71, San Diego, California 92136-5016

Home Orders Payments Returns Balances Admin Log Out

Search for My Ticket Payments

Open Events
Pending Verified

Please Enter Start & End Dates
Dates Between: And

Closed Events
Pending Verified

Look for Records Back

Document: 11713 - VERIFIED OPEN EVENT PAYMENT Report - Military Ticket Program
3 Records

NAME: CHARLIE PARKER BASE: 900
BRANCH: REGIONAL ACCOUNTING BASE: TEST BASE
DEPT: REGIONAL ACCOUNTING
ADDR: 1234 RECREATION WAY
CITY: SAN DIEGO STATE: CA ZIP: 92136
PH: 619 556-8764 FAX: 619 556-8793
EMAIL: charlie.parker@nmwrs.com
SAP: 9999999 DATE: 02-Mar-08

| DARDATE | VERIFIED_DATE | INPUTDATE | DOCNO | CHECKNO | EVENTCODE | EVENT NAME | TOTALTICKETS | AMOUNT | Running Total |
|-----------|---------------|-----------|-------|---------|-----------|---------------------|--------------|------------|---------------|
| 30-Nov-07 | 11-Dec-07 | 11-Dec-07 | 11713 | EFT | E/712 | WEEKEND WARRIOR '04 | 100 | \$1,000.00 | \$1,000.00 |
| 30-Nov-07 | 11-Dec-07 | 11-Dec-07 | 11713 | EFT | E/903 | ULTRAZONE '04 | 25 | \$137.50 | \$1,137.50 |
| 30-Nov-07 | 11-Dec-07 | 11-Dec-07 | 11713 | EFT | G/089 | DLND 1DAY C '07 | 75 | \$3,787.50 | \$4,925.00 |

Done

Start ITT ORACLE TRAINING I... Military Ticket Progra... Payment History Record...

Returns

Go to the “Returns” tab.

Select the Return type from the drop down menu (Return Tickets to MTP, Late Ticket Returns or Return History), left click the selected tab.

Military Ticket Program - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://localhost/index.cfm?fuseaction=c_layouts.menu

Customize Links Free Hotmail Windows Marketplace Windows Media Windows Military Ticket Program

Welcome TESTBASE to the MTP Website.
Your security Level is ITTADMIN, Basecode 900

Military Ticket Program, Comm. (619) 767-6000, FAX (619) 767-6003
Commander, Navy Region Southwest, Code N923, 3450 Welles Street, Bldg 71, San Diego, California 92136-5016

Home Orders Payments Returns Balances Admin Log Out

FINANCIAL HELP DESK:
Charlie Parker
619-556-8764
charlie.parker@nmwrs.com

TECHNICAL HELP DESK:
Kurt Walther, OCP
619-556-8007
kurt.walther@navy.mil

Return Tickets to MTP
Late Ticket Returns
Return History

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Privacy & Security Notice - Command Navy Region Southwest - Webmaster

http://localhost/index.cfm?fuseaction=c_reports.baseTicketReturns

Start ITT ORACLE TRAINING I... Military Ticket Progra... Payment History Record...

Return Tickets to MTP

Left click the “Return Tickets to MTP” tab.

Select the event code that you wish to return by left clicking the black arrow in the code box.

Highlight the event code and left click the mouse.

Go to the “Start” box and enter the number of the first ticket in the box.

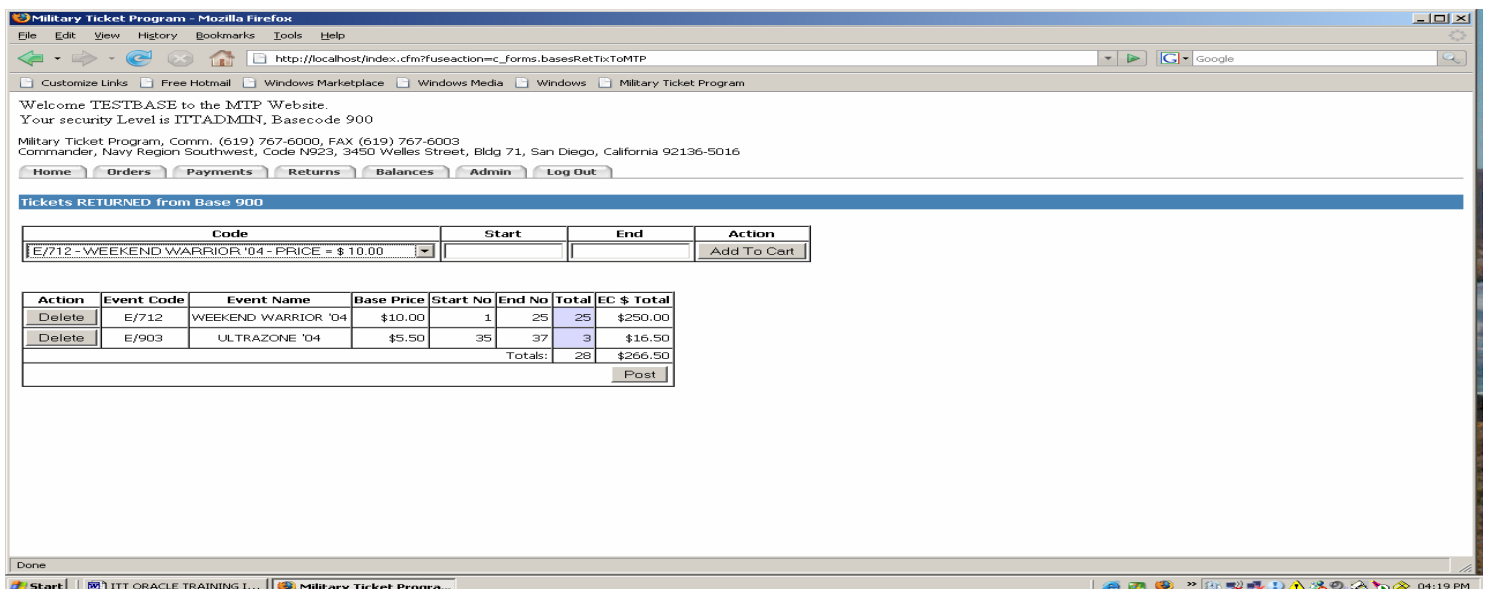
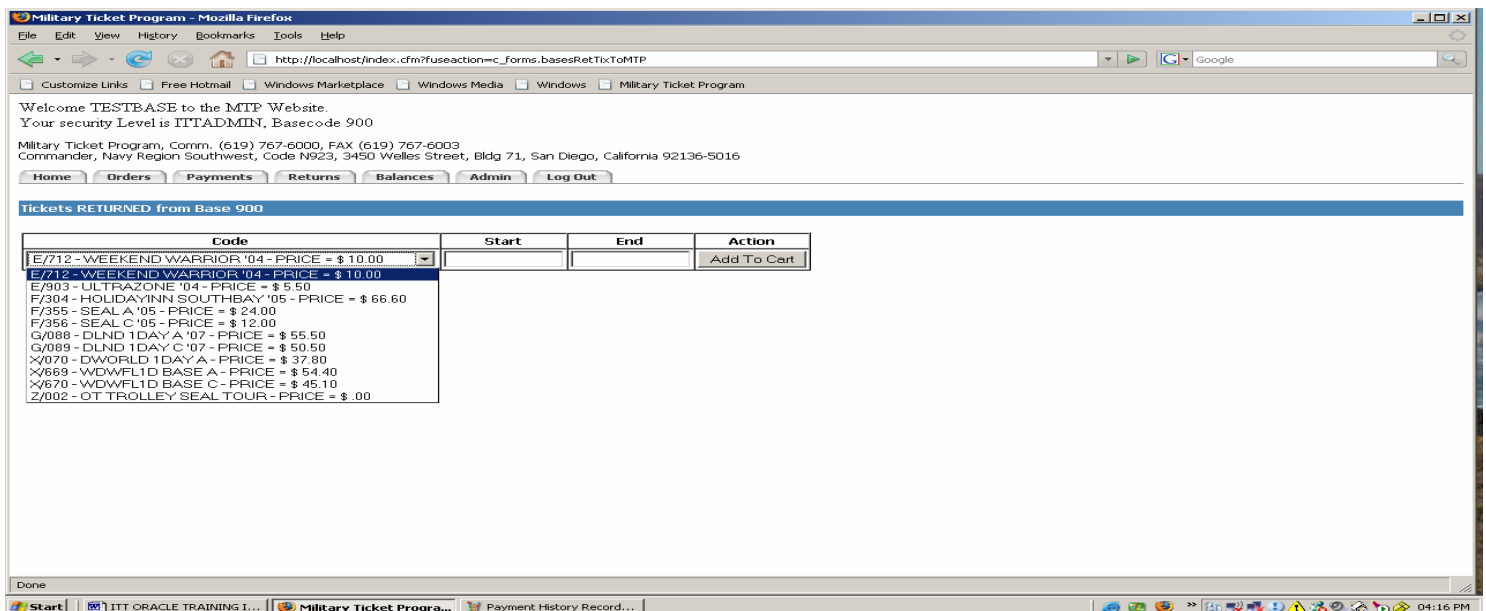
Go to the “End” box and enter the number of the last ticket in the box.

Left click the “Add To Cart” button.

You can enter the same event code as many times as you need to.

After adding the event code to the shopping cart, you can change your entry by left clicking the “Delete” button and reentering the event code with the new start and end numbers.

When you are finished entering all the event codes that you wish to return, left click the “Post” tab. You will be asked “Are You Sure”, left click the “Yes” button.



Late Ticket Returns

Left click the “Late Ticket Returns” tab.

Select the event code that you wish to return by left clicking the black arrow in the code box.

Highlight the event code and left click the mouse.

Go to the “Start” box and enter the number of the first ticket in the box.

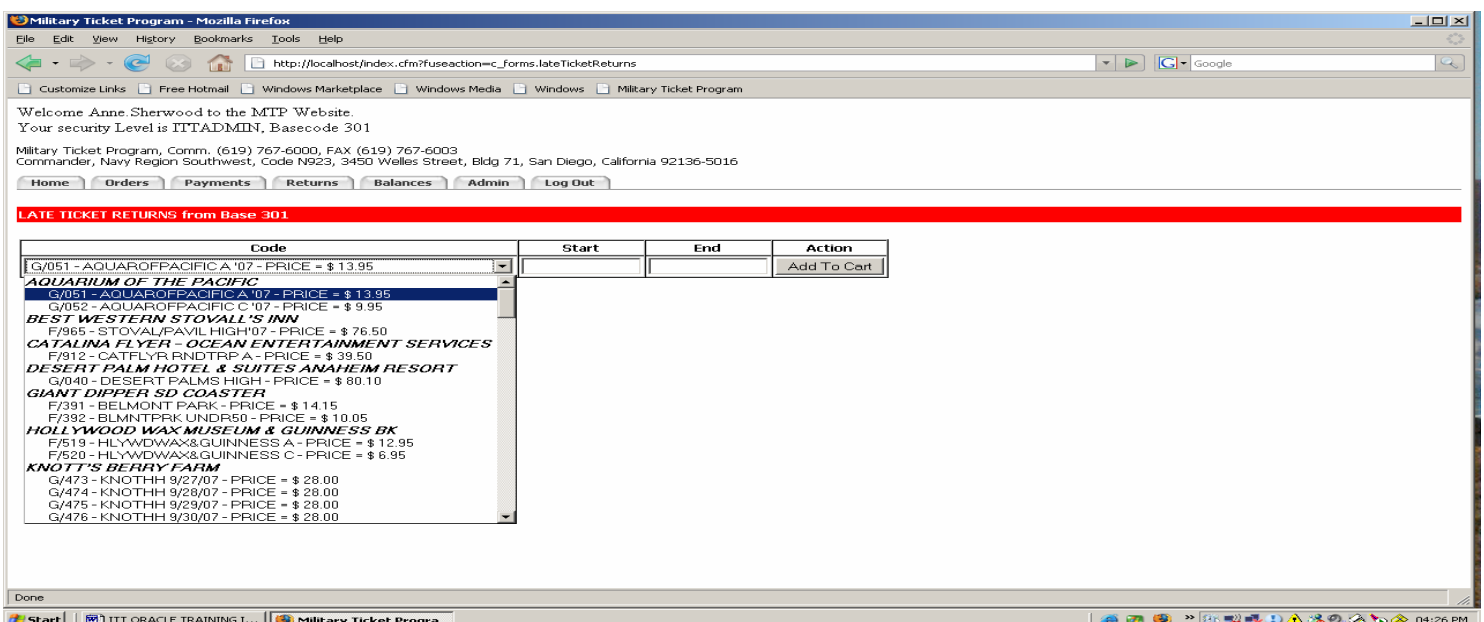
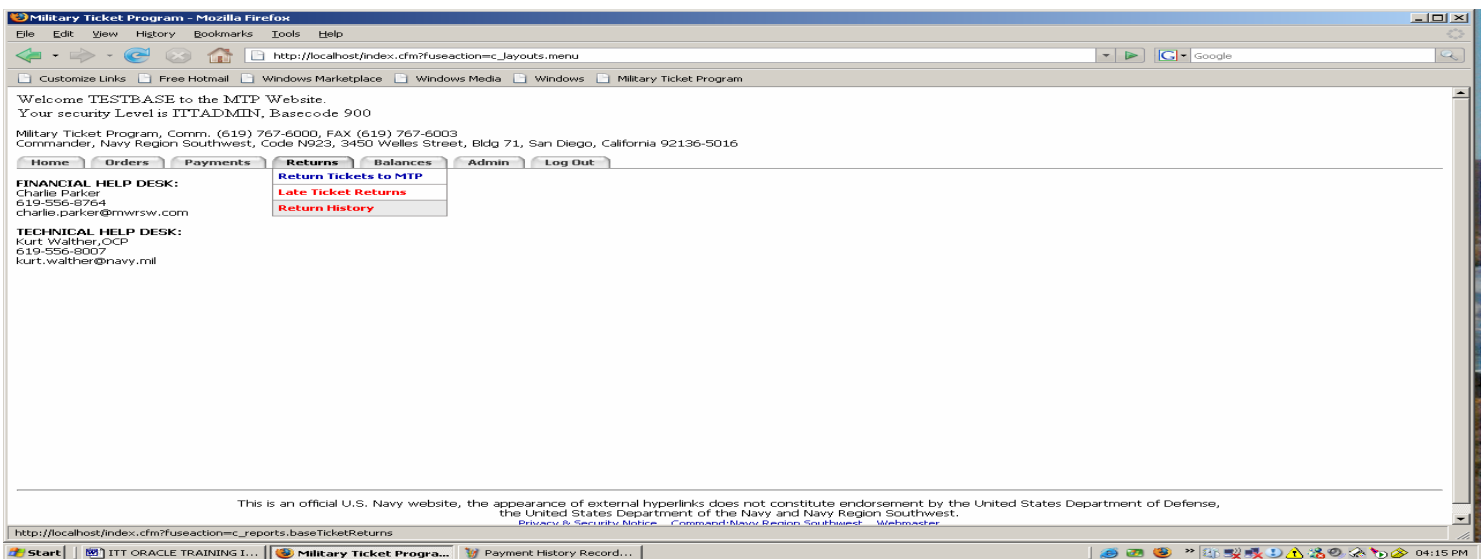
Go to the “End” box and enter the number of the last ticket in the box.

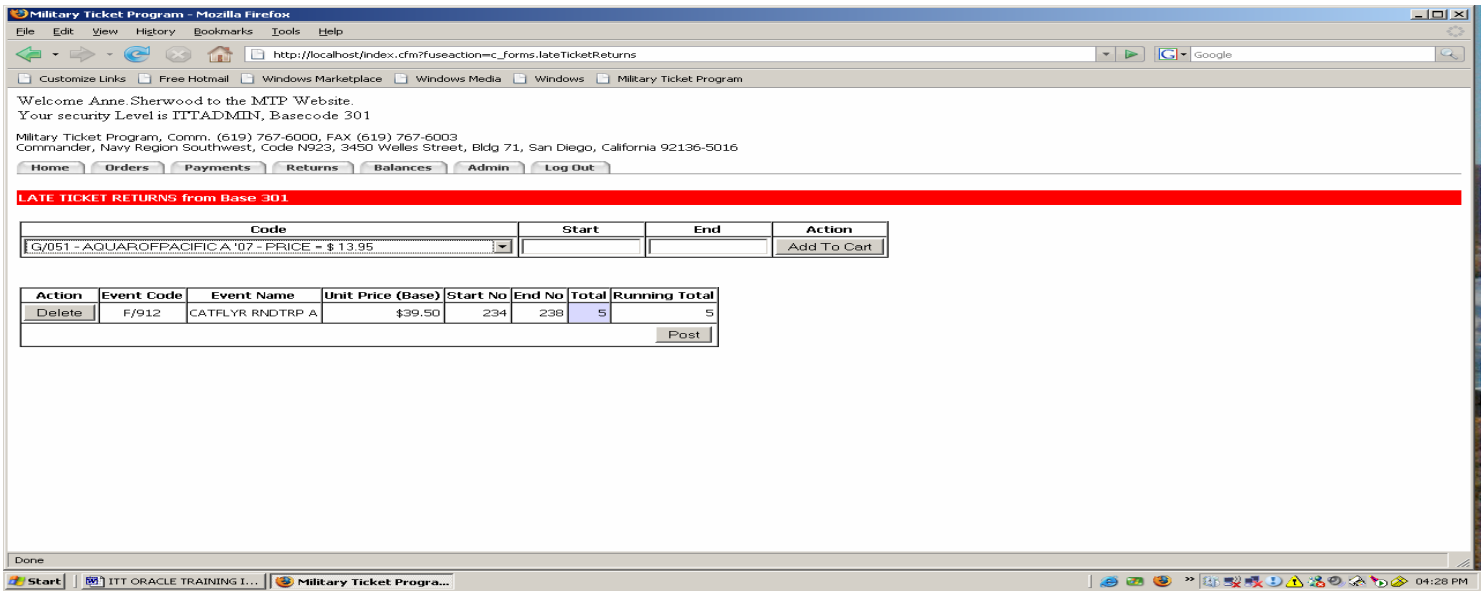
Left click the “Add To Cart” button.

You can enter the same event code as many times as you need to.

After adding the event code to the shopping cart, you can change your entry by left clicking the “Delete” button and reentering the event code with the new start and end numbers.

When you are finished entering all the event codes that you wish to return, left click the “Post” tab. You will be asked “Are You Sure”, left click the “Yes” button.





Return History

Left click the “Return History” tab.

Select the type of return (Pending or Verified), left click the box next to the type.

Enter the dates in the “Dates between” boxes.

Go to the left date box and left click the mouse, a calendar will appear.

Left click on the date that you want.

Go to the right date box and repeat.

Left click the “Look for Records” tab.

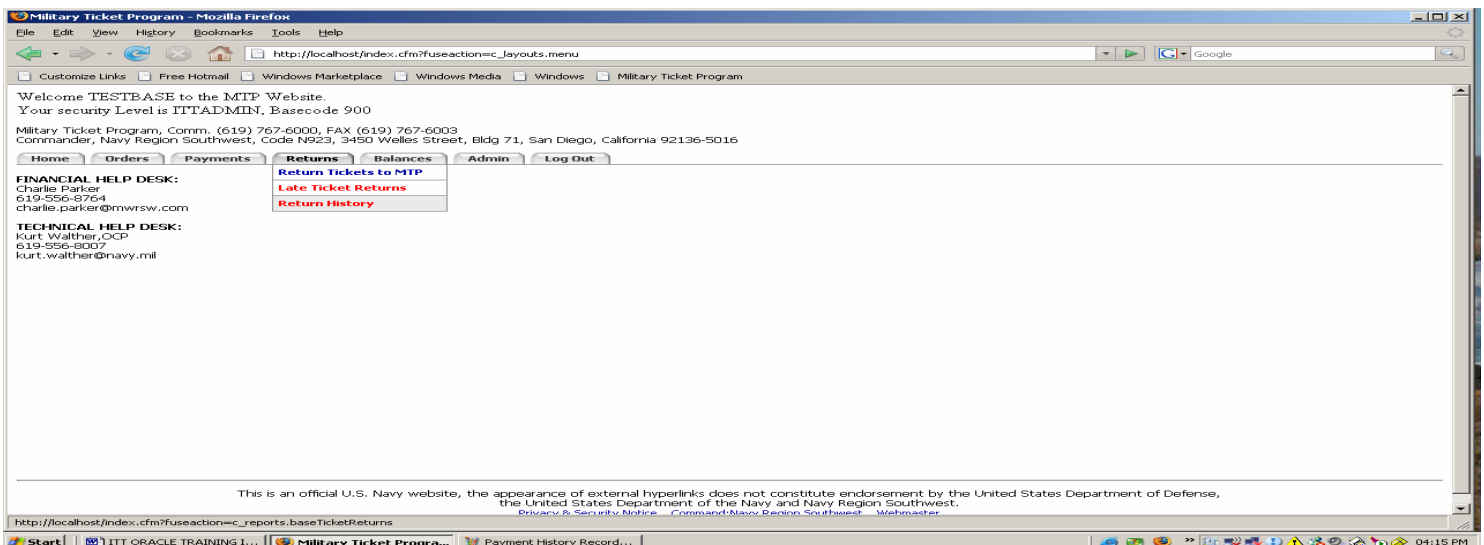
A list of returns within the dates requested will appear.

Left click the “Open in Excel” button for the return document that you wish to view. A menu will appear, left click the “Open file” button.

Left click the “Open” button in the upper right corner. A detailed record of the return tickets will appear.

To return to the list of return ticket records, left click the “X” in the upper right corner twice.

You can select another return document or return to the main menu by left clicking the “Back” button twice.



Military Ticket Program - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://69.43.207.84/index.cfm?fuseaction=c_reports.baseTicketReturns

Customize Links Free Hotmail Windows Marketplace Windows Media Windows Military Ticket Program

Welcome Peggy.Hatfield to the MTP Website.
Your security Level is ITTADMIN, Basecode 101

Military Ticket Program, Comm. (619) 767-6000, FAX (619) 767-6003
Commander, Navy Region Southwest, Code N923, 3450 Welles Street, Bldg 71, San Diego, California 92136-5016

Home Orders Payments Returns Balances Admin Log Out

My Ticket Returns

Query Parameters

Dates Between: And

Event Type Status

- ☒ OPEN Pending
- ☐ OPEN Verified
- ☐ CLOSED Pending
- ☐ CLOSED Accepted
- ☐ CLOSED Rejected

Look for Records Back

No Sum(Amount) Query Information to Show

Done

Start Military Ticket Progra...

01:56 PM

Military Ticket Program - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://69.43.207.84/index.cfm?fuseaction=c_reports.baseticketReturns

Customize Links Free Hotmail Windows Marketplace Windows Media Windows Military Ticket Program

Welcome Peggy.Hatfield to the MTP Website.
Your security Level is ITTADMIN, Basecode 101

Military Ticket Program, Comm. (619) 767-6000, FAX (619) 767-6003
Commander, Navy Region Southwest, Code N923, 3450 Welles Street, Bldg 71, San Diego, California 92136-5016

Home Orders Payments Returns Balances Admin Log Out

Order Tickets from MTP

My Ticket Order History

Query Parameters

Dates Between: 02/01/2008 And 02/29/2008

Event Type Status

- ☒ OPEN Pending
- ☐ OPEN Verified
- ☐ CLOSED Pending
- ☐ CLOSED Accepted
- ☐ CLOSED Rejected

Look for Records Back

Pending Ticket Returns

Your Search netted 11 Records

| Your Input Date | Docno | Tickets | Action |
|-----------------|-------|---------|--|
| 25-Feb-08 | 14474 | 197 | <input type="checkbox"/> OPEN IN EXCEL |
| 25-Feb-08 | 14475 | 259 | <input type="checkbox"/> OPEN IN EXCEL |
| 25-Feb-08 | 14491 | 32 | <input type="checkbox"/> OPEN IN EXCEL |
| 25-Feb-08 | 14492 | 40 | <input type="checkbox"/> OPEN IN EXCEL |
| 27-Feb-08 | 14561 | 76 | <input type="checkbox"/> OPEN IN EXCEL |
| 27-Feb-08 | 14562 | 44 | <input type="checkbox"/> OPEN IN EXCEL |

http://69.43.207.84/index.cfm?fuseaction=c_reports.baseTicketOrders

Start Military Ticket Progra...

01:58 PM

Military Ticket Program - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://69.43.207.84/index.cfm?fuseaction=c_reports.baseTicketReturns&docno=14474&paymentstatus=open_pending&basecode=101

Customize Links Free Hotmail Windows Marketplace Windows Media Windows Military Ticket Program

Home Orders Payments Returns Balances Admin Log Out

My Ticket Returns

Query Parameters

Dates Between: And

Event Type Status

☒ OPEN Pending

☐ OPEN Verified

☐ CLOSED Pending

☐ CLOSED Accepted

☐ CLOSED Rejected

Look for Records Back

Document: 14474 - OPEN EVENT PENDING TICKET RETURN Report - Military Ticket Program

4 Records

NAME: PEGGY HATFIELD BASE: 101
 BRANCH: NAVY BASE: NAVSTA S.D.
 DEPT: BOX 368015, CODE N445 PEGGY/MWR
 ADDR: 2375 RECREATION WAY
 CITY: SAN DIEGO STATE: CA ZIP: 92136-5592
 PH: 619-556-2173 FAX: 619-556-6399
 EMAIL: peggy.hatfield@navy.mil
 SAP: 11064 DATE: 04-Mar-08

| INPUTDATE | BASECODE | DOCNO | EVENTCODE | EVENTNAME | START | END | QUANTITY | DOLLARAMOUNT | RUNNING TOTAL |
|-----------|----------|-------|-----------|-----------------|---------|---------|----------|--------------|---------------|
| 25-Feb-08 | 101 | 14474 | G/471 | RADMGNTANHM VLU | 4710321 | 4710330 | 10 | \$684.00 | \$684.00 |
| 25-Feb-08 | 101 | 14474 | G/471 | RADMGNTANHM VLU | 4710153 | 4710160 | 8 | \$547.20 | \$1,231.20 |
| 25-Feb-08 | 101 | 14474 | G/471 | RADMGNTANHM VLU | 4711021 | 4711107 | 87 | \$5,950.80 | \$7,182.00 |
| 25-Feb-08 | 101 | 14474 | G/471 | RADMGNTANHM VLU | 4710908 | 4710999 | 92 | \$6,292.80 | \$13,474.80 |

Done

Start Military Ticket Progra...

01:58 PM

Balances

Go to the “Balances” tab.

Select the Balance type from the drop down menu (CLOSED Events, OPEN Events or Past Due Prepaid Tickets), left click the selected tab.

Closed Events

Left click the “CLOSED Events” tab.

The dates for the Closed Events are preset to the start date of the records and ends on today’s date. A complete list of all Closed Events will appear. You can change the date range by clicking the date box and click the date from the dropdown menu.

To see a detailed summary of a closed event code, left click the gray button of the event code.

To see any event code, both open or closed, enter the event code number in the “Event Code” box and left click the “Submit Query” button.

To return the closed list of events, left click the “Back” button.

You can open the closed event codes list in an excel format by left clicking the “Open in Excel” button. A menu will appear, left click the

“OK” button. Left click the “Open” button in the upper right corner.

To return the list of closed event codes, left click the “X” in the upper right corner twice.

Military Ticket Program - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://69.43.207.84/index.cfm?fuseaction=c_splash.validateLogin

Customize Links Free Hotmail Windows Marketplace Windows Media Windows Military Ticket Program

Welcome TESTBASE to the MTP Website.
Your security Level is ITTADMIN, Basecode 900

Military Ticket Program, Comm. (619) 767-6000, FAX (619) 767-6003
Commander, Navy Region Southwest, Code N923, 3450 Welles Street, Bldg 71, San Diego, California 92136-5016

Home Orders Payments Returns Balances Admin Log Out

FINANCIAL HELP DESK:
Charles Parker
619-556-8764
charles.parker@nmrsw.com

TECHNICAL HELP DESK:
Kurt Walther, OCP
619-556-8007
kurt.walther@navy.mil

Balances
CLOSED Balance
OPEN Balance
Past Due Prepaid Tickets

This is an official U.S. Navy website, the appearance of external hyperlinks does not constitute endorsement by the United States Department of Defense, the United States Department of the Navy and Navy Region Southwest.

http://69.43.207.84/index.cfm?fuseaction=c_reports.baseBalanceClosed

Start Microsoft Excel Military Ticket Program C:\MTP Presentation ITT ORACLE TRAINING I...

Military Ticket Program - Mozilla Firefox

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http://69.43.207.84/index.cfm?fuseaction=c_reports.baseBalanceClosed

Customize Links Free Hotmail Windows Marketplace Windows Media Windows Military Ticket Program

Welcome Anne.Sherwood to the MTP Website.
Your security Level is ITTADMIN, Basecode 301

Military Ticket Program, Comm. (619) 767-6000, FAX (619) 767-6003
Commander, Navy Region Southwest, Code N923, 3450 Welles Street, Bldg 71, San Diego, California 92136-5016

Home Orders Payments Returns Balances Admin Log Out

Base Balance INACTIVE Events--- 31-DEC-06 : 02/29/2008 --- Basecode form.basecode

START: 31-DEC-06 END: 04-Mar-08 Event Code: Submit Query

301 CAMP PENDLETON Report Date: March 4, 2008
ANNE SHERWOOD PH: 760-725-5459 FAX: 760-725-5834 Email: annesherwood@nmr.sdcoxmail.com
BLDG 1339 BOX 555020 CAMP PENDLETON CA 92055-5020

Open In Excel

| EventCode | Event Name | Issued | I Value | Paid For | P Value | Returned | R Value | Ticket Balance | Dollar Balance | Adjustment | Total |
|---------------|----------------------|--------------|---------------------|--------------|---------------------|-----------|-------------------|----------------|-----------------|---------------|-----------------|
| G/085 | LEGO CA 2007 | 5,854 | \$196,694.40 | 5,818 | \$195,484.80 | 30 | \$1,008.00 | 6 | \$201.60 | \$0.00 | \$201.60 |
| G/327 | SIX FLAGS TEXAS 1DAY | -8 | (\$207.92) | 0 | \$0.00 | 0 | \$0.00 | -8 | (\$207.92) | \$0.00 | (\$207.92) |
| Totals | | 5,846 | \$196,486.48 | 5,818 | \$195,484.80 | 30 | \$1,008.00 | -2 | (\$6.32) | \$0.00 | (\$6.32) |

Done

Start Microsoft Excel Military Ticket Program C:\MTP Presentation ITT ORACLE TRAINING I...

Military Ticket Program - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://69.43.207.84/index.cfm?fuseaction=c_reports.baseBalanceClosed

Customize Links Free Hotmail Windows Marketplace Windows Media Windows Military Ticket Program

Military Ticket Program, Comm. (619) 767-6000, FAX (619) 767-6003
Commander, Navy Region Southwest, Code N923, 3450 Welles Street, Bldg 71, San Diego, California 92136-5016

Home Orders Payments Returns Balances Admin Log Out

Base Balance INACTIVE Events--- 31-DEC-06 : 02/29/2008 --- Basecode form.basecode

START: 31-DEC-06 END: 04-Mar-08 Event Code: Submit Query

301 CAMP PENDLETON Report Date: March 4, 2008
ANNE SHERWOOD PH: 760-725-5459 FAX: 760-725-5834 Email: annesherwood@nmr.sdcoxmail.com
BLDG 1339 BOX 555020 CAMP PENDLETON CA 92055-5020
Vendor Code: L006 Vendor: LEGOLAND CALIFORNIA Base Price: \$33.60

Open In Excel Back

| Date | EC | Name | Issued | Value | Paid For | Value | Returned | Value | Ticket Balance | Dollar Balance | Adjustment | Total |
|---------------|-------|--------------|-------------|---------------------|-------------|---------------------|-----------|-------------------|----------------|-----------------|---------------|-----------------|
| 31-May-07 | G/085 | LEGO CA 2007 | 1,054 | \$35,414.40 | 0 | \$0.00 | 0 | \$0.00 | 1,054 | \$35,414.40 | \$0.00 | \$35,414.40 |
| 01-Jun-07 | G/085 | LEGO CA 2007 | 1,000 | \$33,600.00 | 0 | \$0.00 | 0 | \$0.00 | 1,000 | \$33,600.00 | \$0.00 | \$33,600.00 |
| 22-Jun-07 | G/085 | LEGO CA 2007 | 0 | \$0.00 | 661 | \$22,209.60 | 0 | \$0.00 | -661 | (\$22,209.60) | \$0.00 | (\$22,209.60) |
| 02-Jul-07 | G/085 | LEGO CA 2007 | 1,000 | \$33,600.00 | 0 | \$0.00 | 0 | \$0.00 | 1,000 | \$33,600.00 | \$0.00 | \$33,600.00 |
| 24-Jul-07 | G/085 | LEGO CA 2007 | 1,000 | \$33,600.00 | 0 | \$0.00 | 0 | \$0.00 | 1,000 | \$33,600.00 | \$0.00 | \$33,600.00 |
| 31-Jul-07 | G/085 | LEGO CA 2007 | 0 | \$0.00 | 1,486 | \$49,929.60 | 0 | \$0.00 | -1,486 | (\$49,929.60) | \$0.00 | (\$49,929.60) |
| 07-Aug-07 | G/085 | LEGO CA 2007 | 700 | \$23,520.00 | 0 | \$0.00 | 0 | \$0.00 | 700 | \$23,520.00 | \$0.00 | \$23,520.00 |
| 22-Aug-07 | G/085 | LEGO CA 2007 | 700 | \$23,520.00 | 0 | \$0.00 | 0 | \$0.00 | 700 | \$23,520.00 | \$0.00 | \$23,520.00 |
| 23-Aug-07 | G/085 | LEGO CA 2007 | 0 | \$0.00 | 1,400 | \$47,040.00 | 0 | \$0.00 | -1,400 | (\$47,040.00) | \$0.00 | (\$47,040.00) |
| 13-Sep-07 | G/085 | LEGO CA 2007 | 400 | \$13,440.00 | 0 | \$0.00 | 0 | \$0.00 | 400 | \$13,440.00 | \$0.00 | \$13,440.00 |
| 28-Sep-07 | G/085 | LEGO CA 2007 | 0 | \$0.00 | 1,018 | \$34,204.80 | 0 | \$0.00 | -1,018 | (\$34,204.80) | \$0.00 | (\$34,204.80) |
| 16-Oct-07 | G/085 | LEGO CA 2007 | 0 | \$0.00 | 360 | \$12,096.00 | 0 | \$0.00 | -360 | (\$12,096.00) | \$0.00 | (\$12,096.00) |
| 16-Nov-07 | G/085 | LEGO CA 2007 | 0 | \$0.00 | 515 | \$17,304.00 | 0 | \$0.00 | -515 | (\$17,304.00) | \$0.00 | (\$17,304.00) |
| 30-Nov-07 | G/085 | LEGO CA 2007 | 0 | \$0.00 | 0 | \$0.00 | 30 | \$1,008.00 | -30 | (\$1,008.00) | \$0.00 | (\$1,008.00) |
| 12-Dec-07 | G/085 | LEGO CA 2007 | 0 | \$0.00 | 378 | \$12,700.80 | 0 | \$0.00 | -378 | (\$12,700.80) | \$0.00 | (\$12,700.80) |
| Totals | | | 5854 | \$196,694.40 | 5818 | \$195,484.80 | 30 | \$1,008.00 | 6 | \$201.60 | \$0.00 | \$201.60 |

Done

Start Microsoft Excel Military Ticket Program C:\MTP Presentation ITT ORACLE TRAINING I...

Open Events

Left click the “OPEN Events” tab.

The dates for the Open Events are preset to the start date of the records and ends on today’s date. A complete list of all open events will appear.

If you wish to change the range of dates, go to the “START” box, left click the mouse, a calendar will appear. Left click on the date that you want. Repeat for the “END” box. Left click “Submit Query” button.

If you want to see a detail list for a single open event, left click the event code number. To see any event code, both open or closed, enter the event code number in the “Event Code” box and left click the “Submit Query” button.

You can see the event code list or the a detail list of a single event code in The excel format by left clicking the “Open In Excel” button.

Past Due Prepaid Tickets

Left click the “Past Due Prepaid Tickets.

If you have any “Past Due Prepaid Tickets” a list of prepaid tickets that are more the 45 days past due will appear.

Tickets for these event codes cannot be ordered until the past due balance is paid in full. Use the “Payment” tab to pay for past due prepaid tickets.

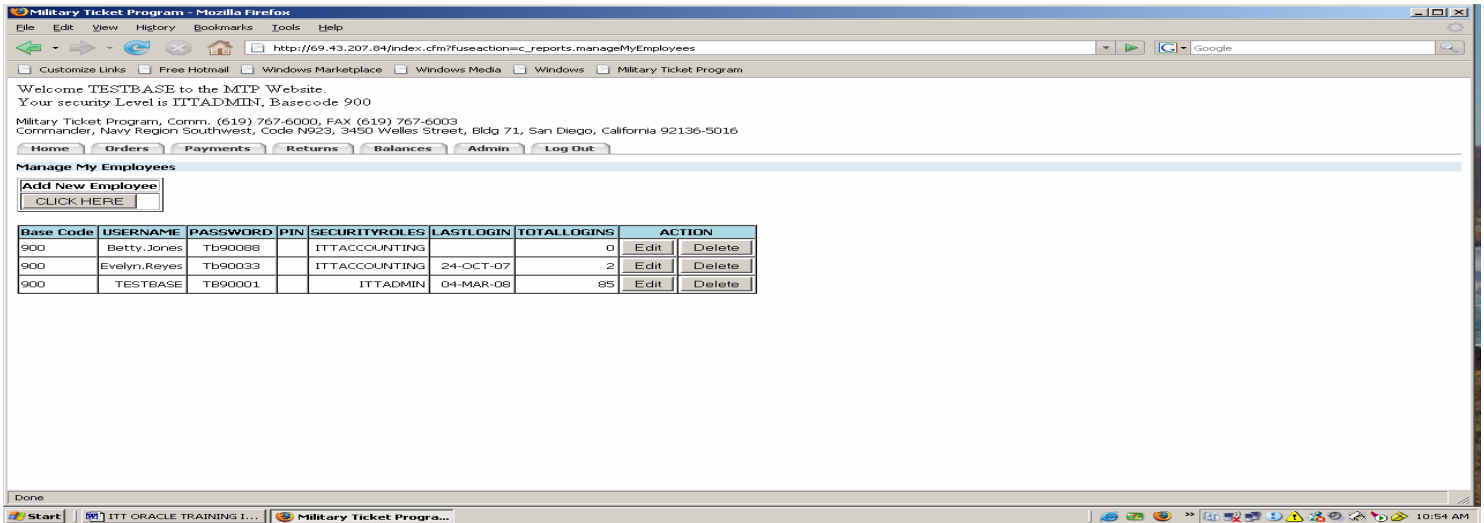
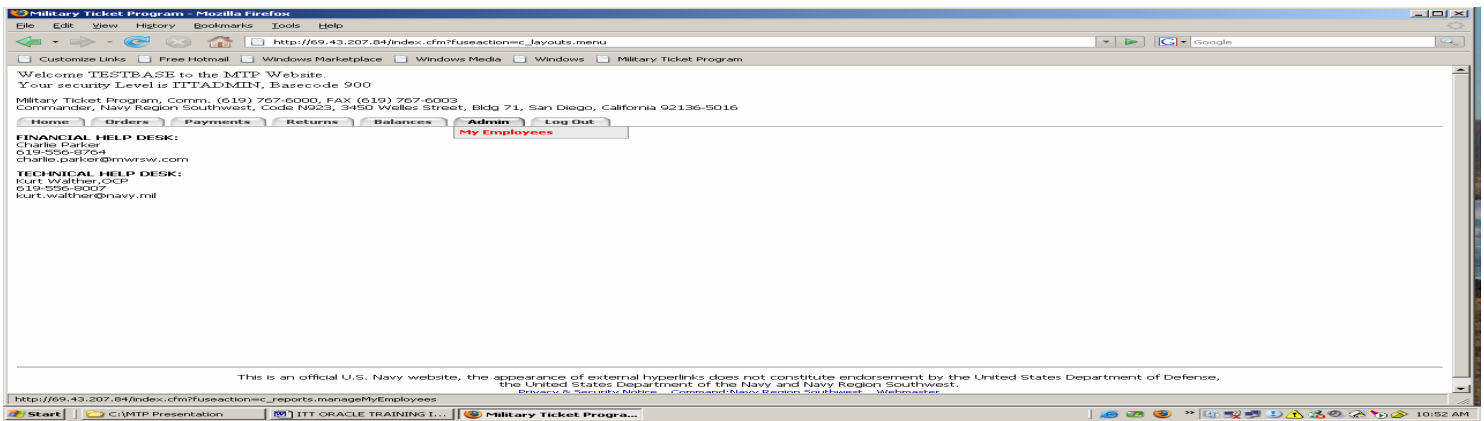
The screenshot shows a web browser window titled "Military Ticket Program - Mozilla Firefox". The address bar displays "http://69.43.207.84/index.cfm?fuseaction=c_reports.pastDuePrepaidTickets". The page content includes a welcome message for Peggy Hatfield, a security level of ITTADMIN, and contact information for the Military Ticket Program. A navigation bar contains links: Home, Orders, Payments, Returns, Balances, Admin, and Log Out. Below this, a section titled "List of PrePaid Tickets Over 45 days Past Due" states "You have 2 Past Due PrePaid Events". A table follows with columns: Issue Date, EC, E Name, Balance, Cost, and Dollar Balance. The table lists two events from November 26, 2007, with a total dollar balance of \$563.00.

| Issue Date | EC | E Name | Balance | Cost | Dollar Balance |
|---------------|-------|--------------------|---------|-------|-----------------|
| 26-Nov-07 | G/527 | DLND1DAYHOPC LOCAL | 5 | 68.50 | \$342.50 |
| 26-Nov-07 | G/526 | DLND1DAYHOPA LOCAL | 3 | 73.50 | \$220.50 |
| Total: | | | | | \$563.00 |

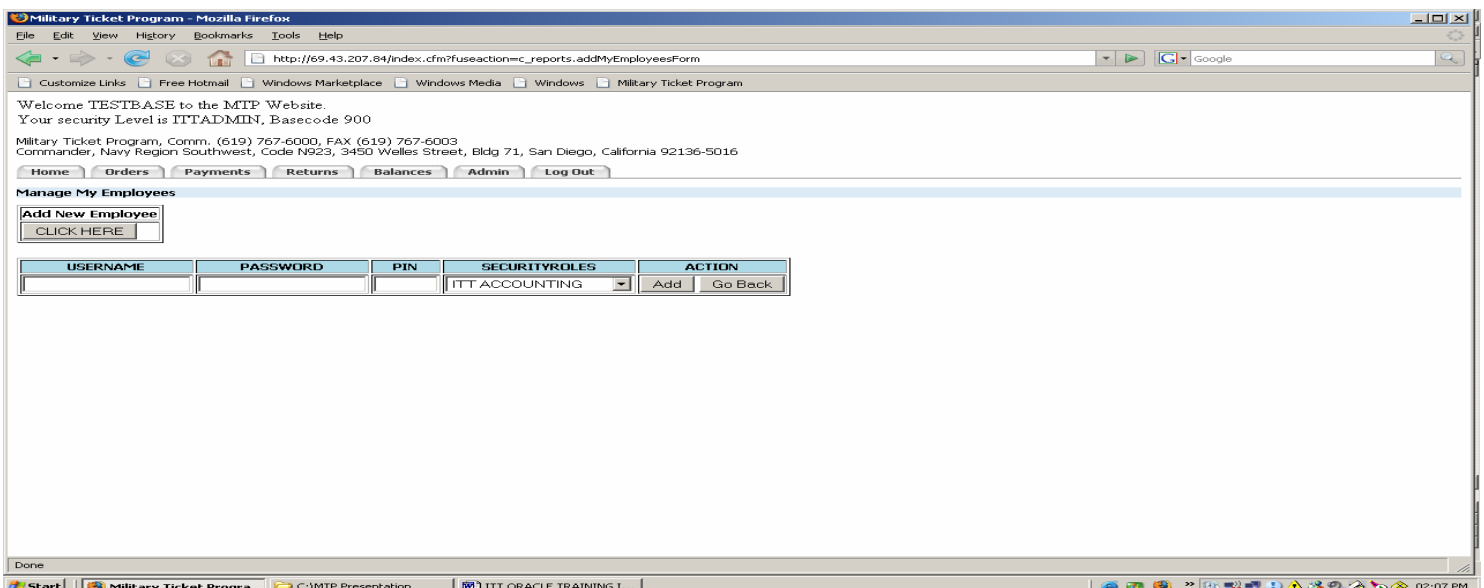
Admin

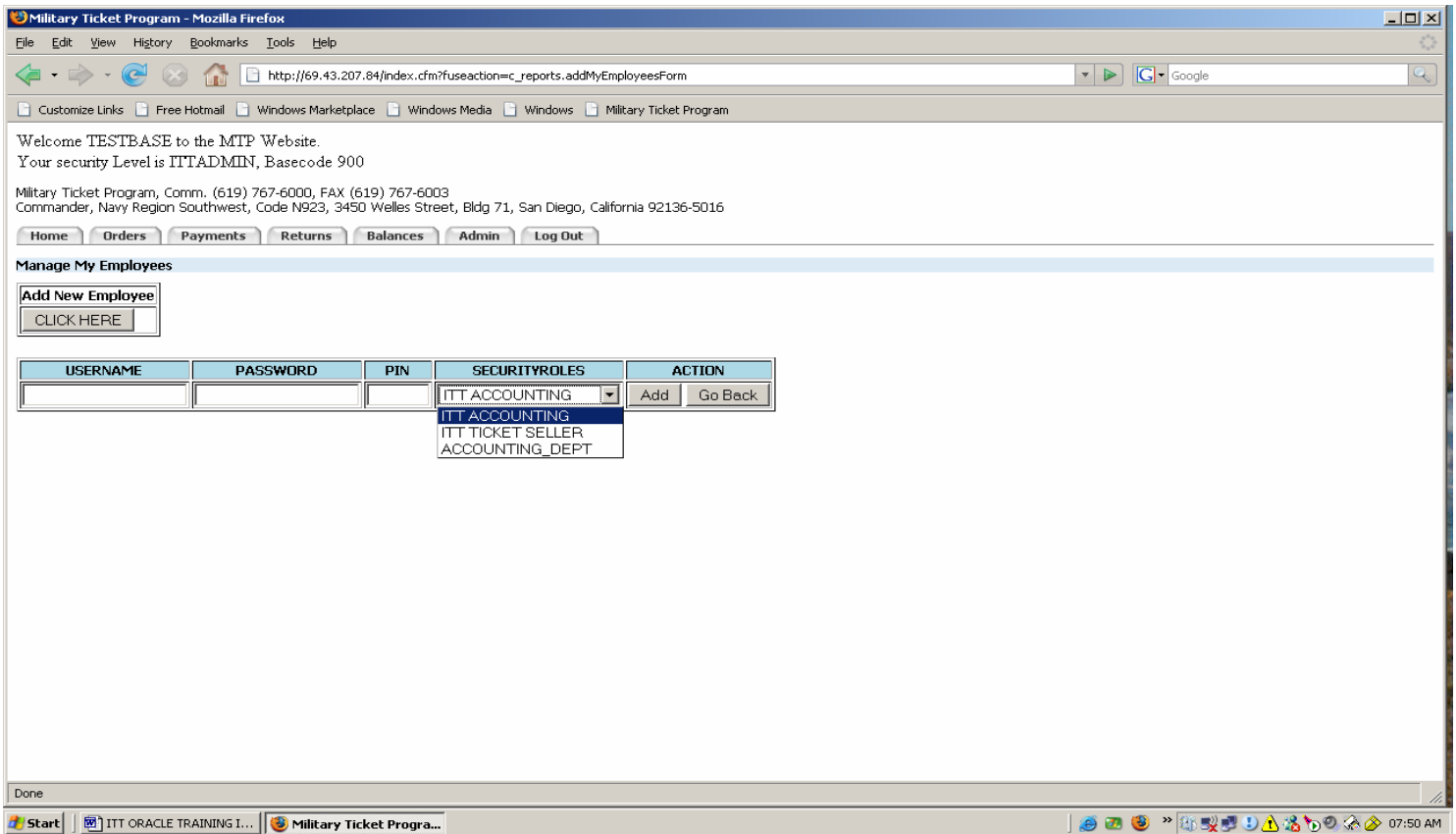
Left click the “My Employees” tab.

A list of employees that are authorized to access the MTP website will appear.



You can edit the status of an employee by left clicking the “Edit” button.
 Go to the “SECURITYROLES” column and left click the black down arrow.
 Select the new security role by left clicking a security role from the drop down menu.
 To complete the edit, left click the “Post” button.
 You can delete an employee by left clicking the “Delete” button.
 A message asking if “Are You Sure” will appear, left click the “OK” Button.
 To add a new employee, left click the “Add New Employee” button.





Go to the “USERNAME” box and type in the new employee’s name. The username **MUST BE**, first name, period, last name, with the first letter of each name in UPPER CASE. Example: **John.Smith** Go to the “PASSWORD” box and type in the password. The password **MUST BE**, first two (2) letters of the base Name (first letter UPPER CASE and second letter lower case), first letter of employee’s first name (UPPER CASE), first letter of employee’s last name (lower case), base code number and any two (2) additional numbers. Go to the “PIN” box and enter any four (4) numbers (Pin number not required). Go to the “SECURITYROLES” box, left click the black down arrow. Go to the proper clearance in the drop down menu, left click the security role. After completing all the boxes, left click the “Add” button. After you are finished using the Oracle Website, exit by going to the “Log Out” tab. Left click the mouse on the “Log Out” tab.